

**SOUTHERN TAZEVELL ENTERPRISE ZONE  
(VILLAGE OF MORTON)  
Certification of Eligibility for Sales Tax Exemption**

This certification is for the purpose of applying to the Illinois Department of Revenue (IDOR) for a Certificate of Eligibility for a State and City Sales Tax Exemption on building materials purchased in the State of Illinois. A separate form is required for each contractor and each sub-contractor and **every line must be completely filled in. It is extremely important the information provided be clear and legible. We strongly encourage the use of a computer when completing the form. Information entered incorrectly in the IDOR web portal will result in delays to the issuance of your tax exemption certificate.** The associated fee must be paid prior to submission of the application.

Pages 1 and 2 to be completed by the owner or general contractor for the business where the project is occurring:

**BUSINESS INFORMATION**

Legal Business Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_ FEIN: \_\_\_\_\_ UIN: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_ Project Address or Location: \_\_\_\_\_  
(No P.O. Boxes)  
City, State Zip: \_\_\_\_\_ Parcel I.D. #: \_\_\_\_\_  
Building Permit Issue Date: \_\_\_\_\_ Current Number of Employees: \_\_\_\_\_  
Project Type:    Retail Commercial        Service Commercial        Industrial      
Remodel or New Construction:    Remodel        New Construction   

**PROJECT ESTIMATES**

Total Project Cost: \_\_\_\_\_ Estimated Building Materials Cost: \_\_\_\_\_  
Estimated Project Completion Date: \_\_\_\_\_ Estimated Labor Cost: \_\_\_\_\_  
<sup>1</sup># Jobs Retained: \_\_\_\_\_    <sup>2</sup>FTE Jobs Created: \_\_\_\_\_    # of Contractors who will seek certificates: \_\_\_\_\_

<sup>1</sup>Retained jobs means any full-time equivalent job preserved at the specific facility or site that was threatened to be lost by a specific and demonstrable threat that is specified in the application for developing assistance. Full-time equivalent jobs are calculated by dividing the total number of hours worked by persons at the project site, whether salaried or hourly; and whether identified as employees, contractors, or otherwise, by 1,750 hours.

<sup>2</sup>Full-time equivalent jobs are calculated by dividing the total number of hours worked by persons at the project site, whether salaried or hourly; and whether identified as employees, contractors, or otherwise, by 1,820 hours.

**FEE**

Illinois State Law allows for a 0.5% fee to be assessed on all projects taking advantage of Enterprise Zone Benefits.

Fee ( 0.5% x Total Project Materials Cost): \_\_\_\_\_

Fee Paid:      Yes       No       (application will only be processed once fee is paid)

**Please attach a list of building materials and the quantities to be purchased.**

\_\_\_\_\_  
Owner's Signature or legal representative

\_\_\_\_\_  
Print Name of Signator

\_\_\_\_\_  
Employer's Federal Identification # or IDOR ID #

\_\_\_\_\_  
Unemployment Insurance Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Contractor's Signature (if different than owner)

\_\_\_\_\_  
Print Name of Signator

\_\_\_\_\_  
Employer's Federal Identification # or IDOR ID #

\_\_\_\_\_  
Unemployment Insurance Number

\_\_\_\_\_  
Date

**Once completed email, mail, or hand deliver to:**

**Brad Marks, Zoning & Code Enforcement Officer  
120 N. Main St., P.O. Box 28  
Morton, IL 61550  
Phone: (309)266-5361 Ext. 252  
Email: [bmarks@morton-il.gov](mailto:bmarks@morton-il.gov)**

To determine if your property is in the Enterprise Zone, you may visit our website at <https://www.morton-il.gov/services/gis-maps-data/> or contact the Village of Morton at (309)266-5361.