



Urbana Enterprise Zone – Form A – Sales Tax Exemption Certificate Application

There must be a Master Application on file for the project address below to receive a Sales Tax Exemption Certificate. The Sales Tax Exemption Certificate fee, equal to 0.5% of total eligible building materials as reported on the Building Permit, must be paid prior to receiving a Sales Tax Exemption Certificate.

Instructions

Please complete a separate Form A for each separate contractor, sub-contractor or organization that wishes to purchase eligible project materials with a Sales Tax Exemption Certificate. *All application fields are required unless otherwise indicated.*

Sales Tax Exemption Certificate

Name of Project: _____

Project Address: _____

City of Urbana Building Permit Number: _____

Note: The Building Permit Number line may be left blank if the Urbana Building Permit has not yet been issued.

Contact for Project Name: _____

Contact for Project Phone Number: _____

Name of Contractor Business: _____

Contractor's Business Address: _____

Contractor's Federal Employer Identification Number (FEIN)/Applicant ID: _____

Note: If you do not have an FEIN number, you will need to apply for an Applicant ID before you can submit this application for a Building Materials Sales Tax Exemption Certificate. Apply for an Applicant ID here: www.revenue.state.il.us/app/ezci/SessionNotice.html

Contact Person for this Certificate: _____

Contact Phone: _____

Contact Email: _____

Note: The Illinois Department of Revenue will email the Sales Tax Exemption Certificate to this email address.

Cost Estimates

Contract Amount: \$ _____

Estimated amount of contract that will be used to purchase Building Materials: \$ _____

Note: You may estimate the purchase of Building Materials as a percent of your total contract. An estimate of fifty percent of the total contract is standard, but please adjust based on your expert knowledge.

Building Materials: Building materials that are eligible for the sales tax deduction include items that are permanently affixed to real property such as lumber, mortar, glued-down carpets, paint, wallpaper, and similar affixed items.

Signature _____

Date _____