



## 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.

### Project Information

Name of Project: \_\_\_\_\_

Project Address: \_\_\_\_\_

City of Urbana Building Permit Number: \_\_\_\_\_

Contact for Project Name: \_\_\_\_\_

Contact for Project Phone Number: \_\_\_\_\_

### Contractor Information

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](http://www.revenue.state.il.us/app/ezci/SessionNotice.html)*

Contact Person for 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 \_\_\_\_\_