

**DeKalb County Enterprise Zone  
Contractors Building Materials Sales Tax Exemption Application  
Instructions**

**Who is eligible for a Building Materials Sales Tax Exemption Certificate?**

- ✓ Once a Project Application is filed with Zone Administrator at the DeKalb County Economic Development Corporation (DCEDC), each construction contractor or other entity that purchases qualified building materials to be incorporated into real estate for that project may apply for a Building Materials Sales Tax Exemption Certificate.

**How do I apply for a Building Materials Sales Tax Exemption Certificate?**

- ✓ Construction contractors or other entities seeking exemption certificates must file an application with the Zone Administrator at DCEDC.
- ✓ The project for which an exemption is sought must be located within the boundaries identified in the zone ordinances of the DeKalb County local designating units of government.

**PLEASE NOTE:** If you have a contract and or are going to be providing qualified building materials for a project located within the DeKalb County Enterprise Zone, you must complete this Contractors Building Materials Sales Tax Exemption Application for submission by the Zone Administrator to Illinois Department of Revenue (IDOR).

- ✓ **All items in the attached application must be completed before the DeKalb County Enterprise Zone Administrator can submit your application to the IDOR.**
- ✓ The Zone Administrator then submits applications to the IDOR.
- ✓ IDOR will directly issue a Building Materials Exemption Certificate (BMEC) certificate to you, the contractor, by email, once the Enterprise Zone Administrator has completed the registration process. Each Enterprise Zone Project Contractor must have their own BMEC issued by IDOR before you may order or purchase any building materials.
- ✓ Your Sales Tax Certificate will not be eligible for a BMEC for the project before the date that the project is certified by the IDOR.

**Project/Company Owner Name and Project Address:** This is where you will be using the building materials.

**Contractor Business Name and Address:** Your company name and mailing address. P.O. Boxes are not allowed.

**Contractor Email:** Where BMEC will be emailed when issued.

**Contractor/Owners FEIN#:** Contractor's FEIN#, An applicant without a FEIN must go to the Department of Revenue's secure website and enter his or her Social Security number. The department will provide an Applicant ID, which the applicant can bring to the Zone Administrator project manager to complete the application.

**Contractor's Phone and Cell #:** Please provide both office and cell numbers.

*Contract information EXAMPLE:*

\$6,013,305.00	<i>Contract Amount Percentage of contract that consists of</i>
x 50%	<i>building materials qualifying for the exemption.</i>
= \$3,006,652.50	<i>Average estimated amount of qualified building materials</i>
x 6.25%	<i>Local Tax Rate (Point of Sale/Delivery)</i>
= \$187,915.78	<i>Estimated \$ of exemption for purchased materials (tax savings)</i>

**Completion Date:** This is an estimated date your portion of the project will be finished purchasing and/or installing materials for your portion of the project. Please allow yourself a bit of coverage time as weather and other delays can alter the expected completion date.

**Building Materials List:** A list of materials and the respective costs that will be associated with your application for the project. Upon completion of your job, an actual qualified building materials cost is required to be reported to the E-Zone Administrator within 30 days.

**\*Estimated Labor Cost:** A realistic projection of all the labor costs that will be incurred in connection with the project. Upon completion of your job, an actual labor cost is required to be reported to the E-Zone Administrator within 30 days.

**Signature, Title, and Printed Name:** These are necessary for the Enterprise Zone Office to contact you with questions about the application.

**We cannot proceed with the IDOR process until all of the questions are answered.**

**Certification Start Date:** Will be filled in by Enterprise Zone Administrator. This is the date the Contractor application is approved by the IDOR.

**Please submit completed applications to [account-enterprisezone@dcedc.org](mailto:account-enterprisezone@dcedc.org).**

If you have any questions about the application, please contact:

**Mark Williams, Enterprise Zone Administrator**

[williams@dcedc.org](mailto:williams@dcedc.org)

815-895-2711 ext. 203 (office)

815-218-1095 (cell)

815-895-8713 (fax)

OR

**Andrea Van Drew, Enterprise Zone Assistant**

[avandrew@dcedc.org](mailto:avandrew@dcedc.org)

[account-enterprisezone@dcedc.org](mailto:account-enterprisezone@dcedc.org)

815-895-2711 ext. 204 (office)

815-895-8713 (fax)

## Contractors Building Materials Sales Tax Exemption Application

Project # \_\_\_\_\_ (Issued by Enterprise Zone Administrator)

**THE FOLLOWING INFORMATION IS REQUIRED BY THE ILLINOIS DEPARTMENT OF REVENUE TO PROCESS THE APPLICATION FOR SALES TAX EXEMPTION PURSUANT TO PUBLIC ACT 97-905. THE APPLICATION MUST BE COMPLETED IN FULL.**

Project/Company Name:		
Project Address:		
Contractor Business Name:		
Contractor Address (No PO Boxes):		
Contractor Email Address (Mandatory):		
Contractor's Office Phone #:		
Contractor's Cell #:		
Contractor/Owner's FEIN or Applicant ID:		
<b><i>IMPORTANT: If you are a sole proprietor using a Social Security Number (SSN) as your business identification number, you must FIRST obtain an Applicant ID through the Building Materials Exemption Certificate program at <a href="http://tax.illinois.gov">tax.illinois.gov</a> and bring your Applicant ID to the Zone Administrator to apply.</i></b>		
Contract Amount:	\$	
Average Tax Rate %:		
% of contract that consists of building materials qualifying for the exemption:		
Estimated amount of qualified building materials for this project:	\$	
Estimated amount of sales tax exemption for purchased materials:	\$	
<b><i>A Construction materials list with costs for each category <u>must</u> be attached to complete the application.</i></b>		
Contractor's completion date (Expiration of certificate):		
*Estimated labor cost:	\$	
<b><i>*Final/Actual labor costs <u>required</u> to be reported to the Enterprise Zone Administrator within 30 days of project completion.</i></b>		
<b>X</b>		
Signature		
Printed Name:	Title:	Date:

**Please note IDOR reporting requirements by law: All businesses or contractors with certificates issued must report the final value of exempt building materials no later than May 31st of the following year at: <http://tax.illinois.gov> BUSINESS INCENTIVES.**

Certification Date by Enterprise Zone Administrator: \_\_\_\_\_