

Reminders for Use of Building Materials Exemption Certificate (BMEC) holders:

- ✓ Provide Form EZ-1 to vendors when purchasing qualified building materials for their specific Enterprise Zone Project.
- ✓ Keep accurate records of your qualified building material purchases to report them annually to the Illinois Department of Revenue (IDOR). Failure to do so in a timely manner may result in rescinded BMEC by IDOR.
- ✓ A report must be filed for each year the BMEC was issued. If BMEC was not used to make purchases during a given year, a report must still be filed for that year. Report a value of "\$0" in this situation.

How to file your annual report:

- ✓ Go to <http://tax.illinois.gov>
- ✓ Navigate to the Menu bar far right "Tax Resources".
- ✓ Use the drop-down menu and click "Businesses".
- ✓ Go to "QUICK LINKS" on the left side of the webpage and select "Business Incentives Reporting and Building Materials Exemption Certification".
- ✓ Once that page loads, in the middle of the page in **red text**, select "**Click Here to Begin Filing a Report**".
- ✓ File your report as accurately as possible.

Questions or concerns? Contact:

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