

**(Unincorporated Tazewell County)  
Certification of Eligibility for Sales Tax Exemption**

This certificate is for the purpose of applying the Illinois Department of Revenue (IDOR) for a Certificate of Eligibility for Sales Tax Exemption. **A separate form is required for each contractor and each sub contractor and every line must be completely filled in.** This form, once completed, needs to be provided to Tazewell County for application to IDOR. The associated fee must be paid prior to application before the application will be processed. Incomplete applications will not be accepted. **NOTE: ALL MATERIALS SHALL BE PURCHASED WITHIN THE STATE OF ILLINOIS TO RECEIVE THE SALES TAX EXEMPTION**

This information to be completed by the owner or general contractor for the Business where the project is occurring:

Name of Business/Project: \_\_\_\_\_ Business Owner's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Street Address of the project: \_\_\_\_\_ Phone # for Business Owner: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Site Purchase Cost: \_\_\_\_\_ Capital Equipment Cost: \_\_\_\_\_

Total Project Materials Cost: \_\_\_\_\_ NAICS Code: \_\_\_\_\_ <http://www.naics.com/search.htm>

Number of Jobs Retained: \_\_\_\_\_ <sup>1</sup>FTE Jobs Created: \_\_\_\_\_ <sup>2</sup>Current # of Employees: \_\_\_\_\_ Remodel or New Construction? \_\_\_\_\_

Number of Contractors who will seek certificates for this project: \_\_\_\_\_ Estimated Project Completion Date: \_\_\_\_\_

PROJECT TYPE: Retail Commercial \_\_\_\_\_ Service Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Parcel I.D. #: \_\_\_\_\_

<sup>1</sup>Retained jobs means any full-time equivalent job preserved at a 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?: Y N (circle one, application will only be processed if "Y" is circled)**

**\*\*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:

Jaclynn Workman, Administrator Tazewell County  
Community Development  
11 S. 4<sup>th</sup> Street, McKenzie Building, Room 400  
Phone: (309)477-2235  
Pekin, IL 61554 Email: [zoning@tazewell-il.gov](mailto:zoning@tazewell-il.gov)

**\*\*\*Please note:** State Statute requires that all building contractors and owners that were issued Building Materials Sales Tax Exemption Certificates for projects located in an Enterprise Zone are required to annually file a report on the Illinois Department of Revenue website at <http://tax.illinois.gov/Businesses/Incentives/> for the tax incentives received during the prior calendar year. If the report is not submitted by the filing deadline, the Department of Revenue may revoke your certificates and may lead you to be ineligible to receive future certificates. The reporting is required for each calendar year(s) that the certificate is valid.

**CONTRACTOR OR SUBCONTRACTOR FORM**  
Tazewell Enterprise Zone – Unincorporated Tazewell County  
Certification of Eligibility for Sales Tax Exemption

**Please complete this information for each contractor or sub-contractor (One form required for each contractor or sub.)**

Contractor's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_ Estimated Building Materials Cost: \_\_\_\_\_  
Estimated Labor Cost: \_\_\_\_\_ Estimated Project Completion Date: \_\_\_\_\_

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

\_\_\_\_\_  
Contractor's Signature

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

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

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

\_\_\_\_\_  
Date

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Tazewell County Community Development  
11 S. 4<sup>th</sup> Street, McKenzie Building, Room 400  
Phone: (309)477-2235  
Pekin, IL 61554 Email: [zoning@tazewell-il.gov](mailto:zoning@tazewell-il.gov)

To determine if your property is in the Enterprise Zone you may go to the map at [www.tazewell-il.gov](http://www.tazewell-il.gov) the Maps are located on the County's main page. Or contact Jaclynn Workman at the phone number or email address above.

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