

**Northern Tazewell Enterprise Zone  
(Village of Germantown Hills)  
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. The associated fee must be paid prior to application before the application will be processed. Incomplete applications will not be accepted.

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

Name of Business/Project: \_\_\_\_\_ Parcel I.D. #: \_\_\_\_\_  
Business Owner's Name: \_\_\_\_\_

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

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

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

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

Federal Employer's ID Number \_\_\_\_\_ (9 Digits required)  
Business Unemployment # \_\_\_\_\_ (required)

PROJECT TYPE: Retail Commercial \_\_\_\_\_ Service Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

<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.

\_\_\_\_\_  
Date  
Owner's Signature or legal representative

\_\_\_\_\_  
Print Name of Signature

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

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

\_\_\_\_\_  
Date  
General Contractor's Signature (if different than owner)

\_\_\_\_\_  
Print Name of Signature

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

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

Once completed email, mail, or hand deliver to:

Ann Sasso, Village Administrator  
216 Holland Road  
Germantown Hills, IL 61548  
Phone: 309-383-2209 Email: [villagehall@mtco.com](mailto:villagehall@mtco.com)

To determine if your property is in the Enterprise Zone you may go to the Village website, select Economic Development/Enterprise Zone to view the map or contact the Village Hall.

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

Contractor's Name: \_\_\_\_\_ Contractor's Address: \_\_\_\_\_  
Contractor's Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Total Amount of Contract: \_\_\_\_\_ # of Contractors who will seek certificates for this project: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_ Building Materials Cost Only: \_\_\_\_\_  
Material Purchase Dates: \_\_\_\_\_

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

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

\_\_\_\_\_  
Print Name of Signature

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

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

\_\_\_\_\_  
Date

**TYPE OF PERMIT, NUMBER, and VALUE**

Building Permit No. \_\_\_\_\_

Building Permit Value & Date \$ \_\_\_\_\_

It is the responsibility of the developer/contractor to ensure that all materials qualify as real property under the State of Illinois Department of Revenue requirements.

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**Village Administrator**  
**216 Holland Road**  
**Germantown Hills, IL 61548**  
**Phone: 309-383-2209 Email: villagehall@mtco.com**

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**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.