

**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 a State and City Sales Tax Exemption on building materials purchased in the State of Illinois. 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.

**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: \_\_\_\_\_

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

Business Owner's Address: \_\_\_\_\_ Total Project 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? \_\_\_\_\_

# of Contractors who will seek certificates for this project \_\_\_\_\_ Estimated Project Completion \_\_\_\_\_

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

<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:

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

To determine if your property is in the Enterprise Zone you may go to <http://germantownhillsillinois.org/media/Proposed-Tazewell-North-Enterprise-Zone-Map.pdf>

**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: \_\_\_\_\_  
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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**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.