

**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: ____ ¹FTE Jobs Created: ____ ²Current # 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: _____

¹Retained 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.

²Full-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 Signatory

Employer's Federal Identification # or IDOR ID #

Unemployment Insurance Number

Date

General Contractor's Signature (if different than owner)

Print Name of Signatory

Employer's Federal Identification # or IDOR ID #

Unemployment Insurance Number

Date

Once completed email, mail, or hand deliver to:

Ann Doubet, Village Administrator
216 Holland Road
Germantown Hills, Illinois 61548
Phone: (309) 383-2209
Email: villagehall@mtco.com

To determine if your property is in the Enterprise Zone you may go to [Enterprise-Zone-2025.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

Once completed email, mail, or hand deliver to:

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Germantown Hills, Illinois 61548
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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.