

**Southern Tazewell Enterprise Zone  
(City of Pekin)  
Certification of Eligibility for Sales Tax Exemption**

This form is for the purpose of applying to 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. Forms for all contractors/subcontractors must be submitted 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/Subcontractors who will seek certificates for this project \_\_\_\_\_ Estimated Project Completion Date: \_\_\_\_\_

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:** If total cost of project materials is more than \$25,000, the City of Pekin waives building permit fees and, instead, charges a 0.5% fee based cost of project materials. Enterprise Zone application will not be processed until a building permit is issued and either permit fees or the enterprise zone fee is paid as applicable.

**Fee Calculation: (0.5% x Total Project Materials Cost) \$ \_\_\_\_\_**

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:**

Josh Wray, Economic Development Director  
111 South Capitol Street, Pekin, IL 61554  
309-478-5355  
JLWray@ci.pekin.il.us

To determine if your property is in the Enterprise Zone you may go to the map at [www.ci.pekin.il.us/departments/public\\_works/maps.php](http://www.ci.pekin.il.us/departments/public_works/maps.php) and select Enterprise Zone or contact City staff.

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

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

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

\_\_\_\_\_  
Date

**Once completed email, mail, or hand deliver to:**

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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.