

November 5, 2025

To Whom It May Concern:

The Illinois Enterprise Zone Act was signed into law December 7, 1982. The purpose of the Act is to stimulate economic growth and neighborhood revitalization in economically depressed areas of the state. Businesses located (or those that choose to locate) in a designated enterprise zone can become eligible to obtain special state and local tax incentives, regulatory relief, and improved governmental services, thus providing an economic stimulus to an area that would otherwise be neglected.

One of the key benefits of being located in a designated enterprise zone is being able to receive a Certificate of Eligibility for Sales Tax Exemption. Like your own organization, enterprise zone administrators and staff have ongoing expenses that must be met. Stimulating additional economic growth is a key mandate that zone administrators must continually work towards. Unfortunately, it costs money to do this effectively. With this in mind we began to look around to see how other local enterprise zones were funding their efforts. Both the Decatur-Macon County Enterprise Zone and the Bloomington-Normal-McLean County Enterprise Zone utilize a certification fee to assist in generating the needed revenue. The fee is a percentage of the total construction material costs for the designated project. The Bloomington-Normal-McLean Enterprise Zone currently charges 1 % while the Decatur-Macon County Enterprise Zone charges ½ %. After months of discussion the Taylorville-Christian County Enterprise Zone has decided to implement a similar fee.

Effective November 15, 2011, an Enterprise Zone Certification fee of ½ % of the total construction material costs as listed on the sales tax exemption form will be charged for approved Enterprise Zone projects. Applicants will need to complete the Certification of Eligibility for Sales Tax Exemption Form (see attached) and submit it to the Enterprise Zone Administrator along with a summary of construction materials. The amount of the fee required will then be calculated and the fee will have to be paid prior to the issuance of the sales tax exemption certificate. Checks should be made payable to the Christian County Economic Development Corporation (CCEDC). As illustrated in the example attached, the sales tax exemption remains a tremendous benefit.

Please feel free to contact Mr. Trevor Wagahoft (217) 824-8713 or Mr. Blake Tarr (217) 287-2334 with any questions or concerns regarding the new fee.

Example:

Company XYZ is located within the Taylorville/Christian County Enterprise Zone. The company intends to expand the size of its construction facility and wishes to utilize the sales tax exemption benefit. They complete the Certification of Eligibility for Sales Tax Exemption Form Total listing the costs of the required construction materials and include a summary listing the materials to be used. The total construction materials cost is estimated to be \$500,000 dollars. They will be exempt the normal 9 % sales tax which will result in a savings of \$45,000 dollars. The certification fee will amount to \$2,500 dollars bringing their net savings to \$42,500 dollars. They issue a check payable to Mike Blakeman CPA and Treasurer Christian County Economic Development Corporation in the amount of \$2,500 dollars and receive their Certificate of Eligibility for Sales Tax Exemption.

Cost of project construction materials: \$500,000.00
Total Sales Tax Exemption (9 % of \$500,000.00): \$45,000.00
Certification Fee (½ % of \$500,000.00): \$2,500.00

Christian County Economic Development Corporation (CCEDC)
Mike Blakeman – Treasurer
901 E. Main Cross
Taylorville, IL 62568

It is our hope that this Certification Fee will allow us not only to manage the affairs of the Taylorville-Christian County Enterprise Zone more efficiently but will also aid CCEDC in its efforts to stimulate economic growth in the area.

Thank you for your understanding and cooperation.

Respectfully,



Bruce J. Barry, Mayor
City of Taylorville

- “Retained” means the number of jobs that will remain in the Zone as a result of the new investment being made.
- “Created” means the number of jobs for which persons are hired or are expected to be hired within one year as a result of the new investment, NOT construction jobs.
- Certification Fee and copy of Building Permit must be submitted with this form. Certification will not be provided without prior payment of fees.

Return completed form to:

Taylorville/Christian County Zone Administrator
Mayor’s Office
115 N. Main Street
Taylorville, IL 62568

Phone: (217) 287-7946

TAYLORVILLE/CHRISTIAN COUNTY ENTERPRISE ZONE CERTIFICATION APPLICATION

This form must be completed and returned to Zone Administration Office BEFORE any Enterprise Zone benefits can be granted.

ENTERPRISE ZONE PROJECT INFORMATION (to be completed by Company Representative)

1. Name of Project: _____
2. Project's Street Address: _____
3. City: _____
4. Name of Business/Company applying for Enterprise Zone Designation (if different from project): _____
5. Company Address: _____
6. Contact: _____ Phone: _____
7. General Description of Project: _____

8. Project Classification: Commercial: _____ Industrial: _____
9. Expected Date of Project Start: _____
10. Anticipated Completion Date: _____
11. Estimated Cost of Project (Account for 1 and/or 2 must coincide with building permit)
 - 1) New Construction \$ _____
 - 2) Renovation \$ _____
 - 3) Site (Purchase and Preparation) \$ _____
 - 4) Capital Equipment \$ _____

**Permit valid for one year from the date of issuance

IDENTIFICATION INFORMATION
(these numbers are very important and MUST be filled in)

12. Permanent Parcel Number(s) (PPN): _____
13. Parcel Zoning: _____
14. Federal Employer Identification Number (FEIN): _____
15. Unemployment Insurance Number (UIN): _____
16. Building Permit Number (BPN): *** _____
17. Date Building Permit Was Issued: _____
18. Expiration Date of Building Permit: _____
19. Estimated Cost of Project and Certification Fee Calculation:

- A. Total Project Value (TPV)
B. Construction Materials Costs
C. Estimated Savings Rate
D. Estimated Sales Tax Savings in EZ (B X C)
E. Certification Fee Rate

9.00%
.50%

CERTIFICATION FEE (E X B)

Maximum certification fee for any project considered for inclusion in the Taylorville/Christian 2021 Enterprise Zone is \$200,000.

In the event the application for expansion of the Taylorville/Christian 2021 Enterprise Zone is not approved, the Enterprise Zone administrators retain the right to withhold 5 % or \$5,000 whichever is less of the certification fee for administrative costs.

20. Number of full-time and part-time equivalent jobs:
 a. Presently at Project location: _____
 b. Retained _____
 c. Created (within 1 year of completion): _____
21. Does this project have a move from another location? Yes _____ No _____
 (If yes, please indicate City and State)
22. Signature of Project Representative

NAME

TITLE

*** Please attach copy of the building permit with this application

INFORMATION REQUIRED FOR PROJECT MANAGER TO APPLY FOR EXEMPTION CERTIFICATE

NAME OF THE ENTERPRISE ZONE: TAYLORVILLE/CHRISTIAN COUNTY (2021)

ADDRESS (or location) OF THE PROJECT _____

THE ESTIMATED AMOUNT OF THE EXEMPTION BASED ON THE PERCENTAGE OF THE CONTRACT THAT

CONSISTS OF MATERIALS TOTAL CONTRACT AMOUNT _____

MATERIAL COST AMOUNT _____

LABOR COST AMOUNT _____

% OF MATERIALS OF CONTRACT _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) OR APPLICANT ID _____

NAME OF CONSTRUCTION CONTRACTOR _____

ADDRESS _____

E-MAIL ADDRESS _____ PHONE _____

OTHERS SEEKING A CERTIFICATE (SUBCONTRACTOR)
WILL NEED TO ALSO COMPLETE THE ABOVE FOR CONTRACT AMOUNT, MATERIAL COST AMOUNT,
LABOR COST AMOUNT AND % OF MATERIALS PER CONTRACT

NAME _____

ADDRESS _____

E-MAIL ADDRESS _____ PHONE _____

NAME _____

ADDRESS _____

E-MAIL ADDRESS _____ PHONE _____

NAME _____

ADDRESS _____

E-MAIL ADDRESS _____ PHONE _____

NEW	CHANGE	CONTINUED

MARK APPROPRIATE BOX

NOTICE TO ABATE CERTAIN PROPERTY TAXES
IN THE ENTERPRISE ZONE
MUST BE FILED NO LATER THAN JULY 1

OFFICE USE
ONLY

TO: BOARD OF REVIEW
COUNTY CLERK

FROM: _____ DATE: _____

SIGNATURE: _____ TITLE: _____

PARCEL DESCRIBED AS FOLLOWS:

PERMANENT INDEX NUMBER: _____

PROPERTY ADDRESS: _____

OWNER OF RECORD: _____

YEAR OF ABATEMENT PERIOD: YEAR _____ OF _____

TAX YEAR: _____ PAYABLE _____ BASE YEAR _____

TYPE OF PROPERTY: COMMERCIAL _____ INDUSTRIAL _____

UNDER PROVISIONS OF THE ILLINOIS ENTERPRISE ZONE ACT AND RELEVANT CITY OR VILLAGE AND COUNTY CODES, ALL OR PART OF THE PROPERTY TAX OF THE FOLLOWING TAXING DISTRICTS ARE ABATED ON CERTAIN IMPROVMENTS TO THE ABOVE REFERENCED PARCEL FOR THE REFERENCED TAX YEAR. THAT PORTION OF REAL PROPERTY TAXES TO BE ABATED FOR EACH TAXING DISTRICT SHALL BE DETERMINED BY THE COUNTY CLERK USING THE FOLLOWING FORMULA:

CURRENT YEAR EAV OF IMPROVEMENT
LESS BASE YEAR EAV OF IMPROVEMENT
EAV TO BE ABATED

INDUSTRIAL
%EAV ABATED

COMMERCIAL
#EAV ABATED

Year 1	100 %
Year 2	90 %
Year 3	80 %
Year 4	70 %
Year 5	60 %
Year 6	50 %
Year 7	40 %
Year 8	30 %
Year 9	20 %
Year 10	10 %

Year 1	100 %
Year 2	80 %
Year 3	60 %
Year 4	40 %
Year 5	20 %



Publication 139

April 2023

Application Process to Obtain Sales Tax Exemption Certificates for Building Materials

About this publication

Publication 139, Application Process to Obtain Sales Tax Exemption Certificates for Building Materials, has been developed to help taxpayers gain a general understanding of the basic requirements of Sales Tax Exemption Certificates for Building Materials.

This publication pertains to Building Materials Exemption Certificates issued under the following business incentive programs:

- Enterprise Zone (EZ) - 35 ILCS 120/5k; 86 Ill. Adm. Code 130.1951(d).
- River Edge Redevelopment Zone (RERZ) - 35 ILCS 120/2-54; 86 Ill. Adm. Code 1954(e).
- High Impact Business (HIB) - 35 ILCS 120/5l; 86 Ill. Adm. Code 1952(d).
- Reimagining Energy and Vehicles (REV) - 35 ILCS 120/5m.
- Manufacturing Illinois Chips for Real Opportunity (MICRO) - 35 ILCS 120/5n.

Contractors, sub-contractors, and other entities participating in new construction, remodeling or rehabilitation projects under the above listed business incentive programs may purchase qualified building materials for the project exempt from sales tax.

Each contractor, sub-contractor, or other entity that purchases qualified building materials for a project must have its own exemption certificate. Contractors or sub-contractors may not use other contractors' or other entities' exemption certificates.

This publication provides a brief description of the requirements. For more information, visit the Illinois Department of Revenue's (IDOR) website at tax.illinois.gov. To get started, select the "Businesses" link under the "Tax Resources" drop-down menu on the homepage and then select the "Business Incentives Reporting and Building Materials Exemption Certification" quick link.

The information in this publication is current as of the date of the publication. Please visit the IDOR's website at tax.illinois.gov to verify you have the most current revision.

The contents of this publication are informational only and do not take the place of statutes, administrative rules, and court decisions. For further clarification or more detail, refer to the provided citations which can be located in the [Illinois Compiled Statutes](#) or the [Illinois Administrative Code](#).

**For information or forms, visit IDOR's website at:
tax.illinois.gov**

Who is required to obtain a Building Materials Exemption Certificate?

Each construction contractor, sub-contractor, or other entity must obtain a Building Materials Exemption Certificate to be able to make tax-free purchases of building materials that will be incorporated into:

- real estate in an Enterprise Zone (EZ) or River Edge Redevelopment Zone (RERZ) by rehabilitation, remodeling or new construction;
- a High Impact Business (HIB) location;
- a Reimagining Energy and Vehicles (REV) project; or
- real estate in a qualified facility under a Manufacturing Illinois Chips for Real Opportunity (MICRO) project.

What information does IDOR require to apply for an exemption certificate?

- Name, address and e-mail address of the construction contractor, sub-contractor, or other entity seeking a certificate;
- Name and number of the Enterprise Zone or River Edge Redevelopment Zone (not applicable to HIB/ REV/ MICRO projects);
- The name of the project;
- The address or location of the project;
- The estimated amount of the exemption based on the percentage of the contract that consists of materials and a stated estimated average tax rate;
- The period of time over which supplies for the project are expected to be purchased; and
- Federal Employer Identification Number (FEIN), Applicant ID, or Social Security Number (SSN).

How do I apply for a Building Materials Exemption Certificate?

- Construction contractors, sub-contractors, or other entities may obtain an Applicant ID through the IDOR website to expedite the Building Materials Exemption Certificate application process. IDOR will provide an Applicant ID by email, which the applicant can bring to the Zone Administrator or HIB / REV / MICRO project manager to complete the application. To get started, visit IDOR's website at tax.illinois.gov and select the "Businesses" link under the "Tax Resources" drop-down. From the "Businesses" page, select the "Business Incentives Reporting and Building Materials Exemption Certification" link. From the "Business Incentives Reporting" page, select the "Proceed to the BMEC application" link.
- Construction contractors, sub-contractors, or other entities are required to set up an account on IDOR's website. To begin the process, click on the link in the Applicant ID email that was sent to you. You will be prompted to enter the Social Security Number or Federal Employer Identification Number that you used to obtain your Applicant ID. Next it will require you to create a password and security questions for easy access in the future. Once your account has been set up, you will only need to enter the Applicant ID and your password to have access to all exemption certificates associated with your Applicant ID.
- After setting up an account with IDOR, construction contractors, sub-contractors, or other entities must request exemption certificates from the Zone Administrator of the zone where the project is located or from the HIB / REV / MICRO project manager. The Zone Administrator or project manager will then submit an application on behalf of the construction contractor, sub-contractor, or other entity for an exemption certificate from IDOR.
- If all the steps above have been completed, IDOR will issue an exemption certificate within 72 hours of receiving an application from the Zone Administrator or project manager.

How long is a certificate valid?

Zone Administrators and project managers determine the length of time that an exemption certificate is valid with a maximum of two years for EZ, HIB and RERZ and five years for REV and MICRO. However, exemption certificates may be renewed by the Zone Administrator or project manager upon request. Renewals can be submitted 30 days prior to the expiration date. Contact your Zone Administrator or HIB / REV / MICRO project manager for more details.

What are the penalties for misuse of an exemption certificate?

Certificate holders are responsible for ensuring that their certificates are used only to make qualified purchases. A certificate holder who uses the certificate or allows it to be used improperly to avoid tax will be assessed taxes and penalties on the purchase and an additional monetary penalty equal to the state and local sales taxes on the purchase. They may also be barred from securing certificates for other projects.

Each contractor, sub-contractor, or other entity that purchases qualified building materials for a project must have its own exemption certificate. Contractors or sub-contractors may not use other contractors' or other entities' exemption certificates.

How will a retailer know when a purchaser has a valid exemption certificate?

When a certificate holder purchases tax exempt building materials, the certificate holder must submit to the retailer either a signed statement meeting the requirements in 86 Ill. Adm. Code 130.1951(d), 1952(d), or 1954(e) as applicable, or a completed and signed Form EZ-1, Building Materials Exemption Certification, which contains all necessary information and will be provided to certificate holders when they receive their certificates. Form EZ-1 is also available for download at tax.illinois.gov.

Note: It is the seller's responsibility to verify that the certificate holder's building materials exemption certificate number is valid and active. The retailer can confirm the validity of a certificate number at tax.illinois.gov. Select the "Businesses" link under the "Tax Resources" drop-down menu on the homepage and then select the "Business Incentives Reporting" quick link. From the "Business Incentives Reporting" page, select "Verify the validity of a Building Materials Exemption Certificate" link.

Refer to 86 Ill. Adm. Code Section 130.1951(d), 130.1952(d) and 130.1954(e) for more information on how to properly document exemptions for purchases.

Are there reporting requirements if I have been issued an exemption certificate?

Each contractor, sub-contractor, or other entity to whom a sales tax exemption certificate is issued by IDOR is required to file a report providing the dollar amount of exempt building materials that each purchased. If no purchases were made, the report must still be filed with IDOR stating that fact. For information on reporting requirements, see Publication 140, Reporting Requirements for Business Incentives.

For more information:

Find the most up-to-date information on the IDOR's website at tax.illinois.gov.

Frequently Asked Questions (FAQ) pages have been developed to provide more specific detail about each reporting type. Select the "Businesses" link under the "Tax Resources" drop-down menu on IDOR's homepage and look for the "Business Incentives Reporting and Building Materials Exemption Certification" quick link.

Enterprise Zone Certification Fee

Approved Enterprise Zone projects requesting a sales tax exemption or property tax abatement, will be subject to a fee of 1/2 % of the total construction materials costs included on the sales tax exemption form. The fee will be due prior to the issuance of the sales tax exemption certificate by the Zone Administrator and a summary of construction materials costs must be provided to the Zone Administrator with the application.

Sales Tax Exemption

A point-of-sale tax exemption is available on building materials incorporated into real estate in the Taylorville/Christian County Enterprise Zone. The exception applies to building and construction materials used for remodeling, rehabilitation or new construction.

Construction must be of the nature that a building permit would be required. A completed exemption form with original signatures must be submitted to the Zone Administrator prior to the start of the project.

In addition to the completed exemption form, the applicant must submit a copy of the approved building permit issued by the City of Taylorville, Christian County, or other applicable local unit of government. The Administrator will verify that the project is eligible and located within the Zone boundary.

The City, County and State exemptions provide a full abatement of sales tax on construction materials. Companies undertaking projects in the Enterprise Zone are encouraged to purchase building materials locally and to use local labor.

What is the sales tax deduction and what is the retailer's role?

Each retailer who makes a qualified sale of building materials to be incorporated into real estate by remodeling, rehabilitation or new construction in the Taylorville/Christian County Enterprise Zone may deduct receipts from such sales when calculating the tax imposed by the Act. For purposes of this Section, "qualified sale" means a sale of building materials that will be incorporated into real estate as a part of a building project for which a Certificate of Eligibility for Sales Tax Exemption has been issued by the administrator of the Enterprise Zone in which the building project is located. To document the exemption allowed under this Section, the retailer must obtain from the purchaser a copy of the Certificate of Eligibility for Sales Tax Exemption issued by the administrator or authorized designee of the Taylorville/Christian County Enterprise Zone.

The Certificate of Eligibility for Sales Tax Exemption must contain:

- A statement that the building project identified in the Certificate meets all the requirements for the building materials exemption of the Taylorville/Christian County Enterprise Zone;
- The location or address of the building project; and
- The signature of the administrator or authorized designee of the Taylorville/Christian County Enterprise Zone

In addition, the retailer must obtain certification from the purchaser that includes:

- A statement that the building materials are being purchased for incorporation into real estate located in the Taylorville/Christian County Enterprise Zone;
- The location or address of the real estate into which the building materials will be incorporated;
- The name of the enterprise zone – Taylorville/Christian County Enterprise Zone – in which the real estate is located;
- A description of the building materials being purchased; and
- The purchaser's signature and date of purchase.

The ordinance that governs the enterprise zone into which the building materials will be incorporated may neither require nor prohibit the purchase of building materials from any retailer or class of retailers in order to qualify for the exemption.

Do all retailers offer a point of sale exemption?

No. Retailers are not required by law to participate. Their purchaser must ask the retailer for cooperation on this incentive. Retailers have, however, demonstrated good cooperation throughout the history of this program, as this incentive permits them to give customers a "break" without cost to themselves.

What qualifies as "building materials" eligible for the sales tax deduction?

Building materials that are eligible for the enterprise zone sales tax deduction include items that are permanently affixed to real property such as lumber, mortar, glued-down carpets, paint, wallpaper, and similar affixed items.