Zone or Business Project Maintenance & Reporting

for Zone Administrators & Business Project Managers

ILLINOIS REVENUE

Contents

# Zone Administrator and Business Project Manager Online System

The Illinois Department of Revenue's (IDOR's) Zone Administrator and Business Project Manager online system is an application used to:

• create accounts for tracking projects and certificates within a zone or business project;

• create projects and manage Building Materials Exemption Certificates (BMEC); and

• complete Zone Administrator's and Business Project Manager's statutorily required reporting by closing completed projects.

Accessing the Zone Administrator and Business Project Manager Online System

To access IDOR's Zone Administrator and Business Project Manager online system, follow the steps below.

• Visiting IDOR's website at tax.illinois.gov.

• Under the "Information For" drop-down on the homepage, select "**Businesses**".
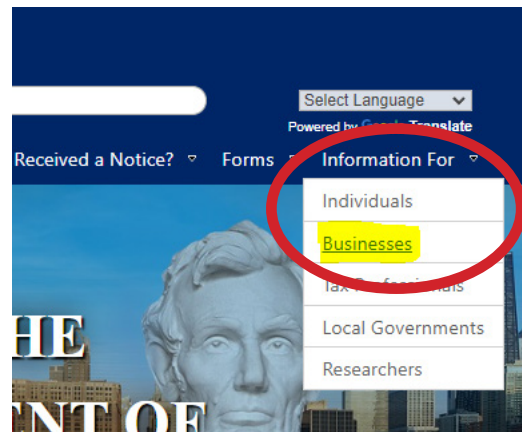
• Select the "**Business Incentives Reporting and Building Materials Exemption Certification**" quick link.

- Select the "**Proceed to the BMEC application**" link listed under the Business Materials Exemption Certification section.

Building Materials Exemption Certification

Among the tax incentives offered to Enterprise Zone, RERZ, and High Impact/ Reimagining Electric Vehicle businesses, is an exemption from sales tax on building materials used in the construction, rehabilitation, or renovation of real estate. Building materials exemptions are only available to those contractors or other entities with a certificate issued by the **Illinois Department of Revenue**.

A contractor or other entity seeking a certificate must apply though the Zone Administrator of the zone where the project is located or through the High Impact/ Reimagining Electric Vehicle Business project manager.

If you are a Zone Administrator, High Impact/ Reimagining Electric Vehicle Business project manager, or construction contractor (or other entity) seeking an exemption certificate or wanting to manage your Building Materials Exemption Certificate account, follow the links below.

- Publication 139, Application Process to Obtain Sales Tax Exemption Certificates for Building Materials
- New Business Incentives FAQ's
- Zone Administrator Class Project information
- Frequently Asked Questions
- Proceed to the BMEC application
  - to apply for a new Certificate of Exemption for Building Materials,
  - to sign in as a Zone Administrator or High Impact/ Reimagining Electric Vehicle Business Representative,
  - or to manage your existing certificates.
- Verify the validity of a Building Material Exemption Certificate
- Form EZ-1, Certificate of Exempt Purchase for Building Materials
- Link to DCEO Zone Maps, Zone Contacts, and general DCEO Enterprise Zone information

Submit a Question

Logging Into the System

To log into the Zone Administrator and Business Project Manager Online System, follow the steps below.

- The first screen that is visible when accessing the Zone Administrator and Business Project Manager Online System is the "Notice" page. Read the information on the screen and select "**Next**" to proceed.

Illinois e Services

Building Materials Exemption Certificates

Notice

You are about to begin a Building Materials Exemption Certificates session. During your session, it is important to observe the following guidelines:

- Do NOT use your browser's back button to navigate.
- Navigate using only the buttons provided on each page.
- Use the Exit buttons provided to properly terminate your session.

Help
Contacts

[Next] [Exit]

- Select the "**Zone Administrator**" or "**HIB/REV**" button.

- Enter the four digit PIN.

Zone Administrators   **HIB/REV**

- For **Zone Administrators** only, choose the zone type from the drop down menu.

- For **Zone Administrators**, choose the zone name from the drop down menu.
  For **HIB/REV** project managers, choose the business name from the drop down menu.

- Select "**Next.**"

Updating Your Information in the System

It is very important that Zone Administrators and Business Project Managers keep their zone or business information current and accurate. To easily make updates to business information, select any field that contains a blue hyperlink and edit the information. Any field that contains a blue hyperlink may be edited.

IMPORTANT: IDOR's **primary means of communicating** with Zone Administrators or Business Project Managers is through email. Please keep all zone or business information current and accurate, including the contact email.

Zone Administrators   **HIB/REV**

PLEASE NOTE: The following instructions show only screenshots for Zone Administrators. HIB/REV Project Manager screens will have the same layout as the Zone Administrator screens with the exception of the different label at the top of the page.

Creating a New Project

Follow the steps below to add a project in the Zone Administrator and Business Project Manager Online System.

- Select the "**Add Project**" hyperlink on the "Zone Information" page.

- Enter information into the fields on the "Edit Project Information" page. All information on this screen is required, including project estimates. For accurate reporting, the business FEIN and a contact email are critical.

  NOTE: The date field format is xx/xx/xxxx.
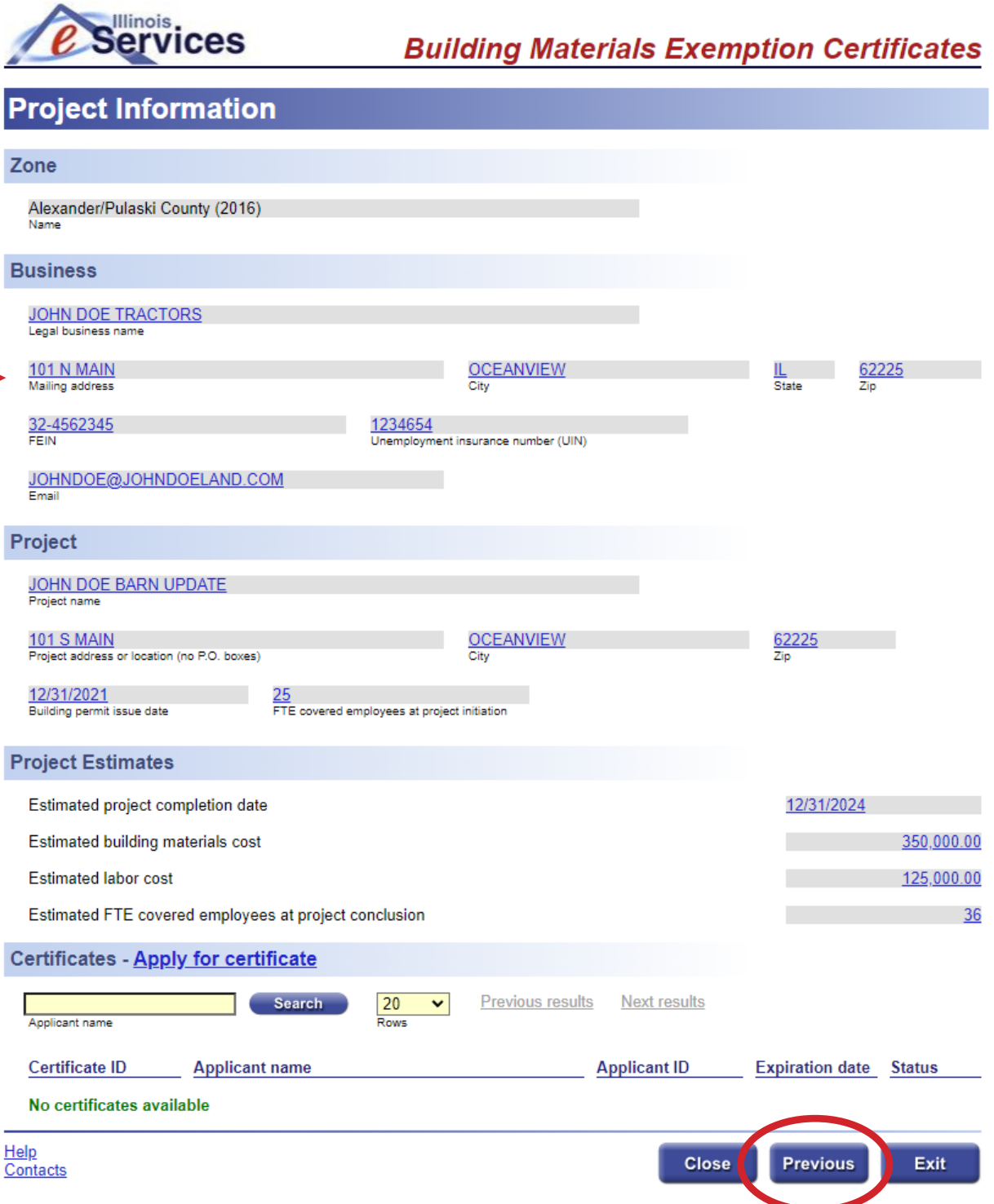
  NOTE: Completing the estimated field entries when creating a new project completes the first part of statutory reporting requirements.

- When all fields are complete, select "**Accept**."

Once the new project has been created, the "Project Information" page is displayed. The project information fields that were yellow prior to selecting "Accept" will now be gray and the "Certificate" section is now visible. **NOTE:** Certain fields can still be updated or edited by selecting the blue hyperlink in the field.

By creating the project, the first part of the statutory reporting requirements has been completed.

If you would like to exit this project, select "**Previous**".

Viewing Existing Projects

To view and exit existing projects, follow the steps below.

- Select the desired project by using the blue hyperlink project name in the "Projects" section on the "Zone Information" page. Selecting the appropriate project name will open the desired "Project Information" page.

- To exit a "Project Information" page, select "**Previous**".

Creating a Certificate for a Project

To issue a certificate for a project, follow the steps below.

- From the "Project Information" page, select the "**Apply for Certificate**" hyperlink.

- Enter the applicant's FEIN or ID and select "**Search**."

- Confirm the business is the correct business you want to issue a certificate to. Select "**Next**" if correct.

- If the business is not the correct business, perform another search for the correct business by entering a different ID or FEIN in the search bar and select "**Search**".

- If the business is not registered, the application will note that the ID or FEIN that was entered is not registered. A business will need to be registered in the application to be issued certificates. Select the "**Register**" button to register the company.

Illinois eServices — Building Materials Exemption Certificates

⚠ **Error: The FEIN you entered has not been registered in the Building Materials Exemption Certificate program.**

Applicant Search

Enter the applicant ID or FEIN of the individual who is requesting a certificate and click "Search". If the individual is not registered, click "Register".

Enter applicant ID or FEIN: 444444444   [Search]

Help
Contacts   [Previous] [Register] [Exit]

- Complete all of the required fields. For accurate reporting, the business FEIN and a contact email are critical. Select "**Next**" to continue.

Illinois eServices — Building Materials Exemption Certificates

Applicant Registration

Test Applicant 4
Applicant name

444444444   444444444
FEIN   Confirm FEIN

Applicant4@applicant.org   Applicant4@applicant.org
Email   Confirm email

101 N Main   Oceanview   IL   62225
Mailing address   City   State   Zip

USA   6185555554
Country   Phone number

Help
Contacts   [Previous] [Next] [Exit]

- Once the appropriate applicant has been found or registered, the "Edit Exemption Information" screen will appear. Complete the "**Date the certificate will expire**", "**Contract amount**", "**Estimated average tax rate**", and "**Percentage of contract that consists of building materials qualifying for exemption**" fields with the appropriate information. Select "**Next**" to view the finished certificate.

  NOTE: Certificate expiration dates may be less than two years from the creation of the certificate. The certificate expiration dates should be as close to the actual completion date as possible to avoid extraneous reporting. *Example: If a certificate is active from October 21, 2021, through January 1, 2023, a report must be filed for 2021, 2022, and 2023 because building material exemption reports are required to be filed for every calendar year that a certificate is active in. Entering the expiration date of January 1st created a reporting expectancy for the whole year.*

Edit Exemption Information

Zone

Alexander/Pulaski County (2016)
Name

Project

SADFSADF
Project name

Applicant

TEST APPLICANT 4
Applicant name

Certificate expiration

Date the certificate will expire

Building materials exemption

If the applicant currently is in possession of an unexpired, valid exemption certificate issued before July 1, 2013, the following fields are not required. These fields must be completed for all other applicants.

Contract amount	0.00
Estimated average tax rate	0
Percentage of contract that consists of building materials qualifying for exemption	0
Estimated amount of exemption for purchased materials	0.00

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Contacts

[Previous] [Next] [Exit]

- If completed correctly, the "Certificate Information" page should appear after selecting "**Next**". The Certificate ID is at the top of the screen. Select "**Download**" to create a PDF of the certificate which may be printed. Select "**Project**" to return to your main project page or "**Certificate**" to return to the list of certificates.

Illinois e Services

Building Materials Exemption Certificates

⚠ Info: The certificate application has been processed successfully.

⚠ Info: If you need to edit or change the certificate information below, click the link in the field that is incorrect.

Certificate Information

Certificate ID: 22EZC000000004

12/31/2022
Expiration date

Active
Status

Zone

ALEXANDER/PULASKI COUNTY (2016)
Name

Project

SADFSADF
Project name

SADFASDF   SADFSADF   21354-1234
Project address (no P.O. boxes)   City   Zip

Applicant

TEST APPLICANT 4   2200005
Applicant name   Applicant ID

APPLICANT4@APPLICANT.ORG   618-555-5554
Email   Phone number

101 N MAIN   OCEANVIEW   IL   62225
Mailing address   City   State   Zip

USA
Country

Building materials exemption

Contract amount	250.00
Estimated average tax rate	7.5
Percentage of contract that consists of building materials qualifying for exemption	25
Estimated amount of exemption for purchased materials	4.69

- Click "Download" to save a copy of this certificate to your computer.
- Click "View" to display a printable copy of this certificate.
- Click "Project" to return to the list of projects or add another project.
- Click "Certificate" to return to the list of certificates or apply for another certificate.

> If you are using Internet Explorer, make sure it is set to accept encrypted pages. Open an IE browser session and deselect (uncheck) the "Do not save encrypted pages to disk" feature (under Tools > Internet Options > Advanced tab Security setting).

Help
Contacts

| Rescind | Download | View | Project | Certificate | Exit |

Working with Existing Certificates

Viewing, printing, and saving a PDF of an existing certificate

To view an existing certificate, select the desired certificate by using the appropriate blue "**Certificate ID**" hyperlink from the list in the "Certificate" section on the "Project Information" page.

From the "Certificate Information" page, select "**Download**" or "**View**" to open a viewable version of the certificate.

NOTE: Selecting "**Download**" will open the certificate as a PDF in the computer's default PDF viewing application. "**Download**" will also allow a user to save the PDF of the certificate to their computer. Selecting "**View**" will open the certificate in the application's document viewer.

- Click "Download" to save a copy of this certificate to your computer.
- Click "View" to display a printable copy of this certificate.
- Click "Project" to return to the list of projects or add another project.
- Click "Certificate" to return to the list of certificates or apply for another certificate.

> If you are using Internet Explorer, make sure it is set to accept encrypted pages. Open an IE browser session and deselect (uncheck) the "Do not save encrypted pages to disk" feature (under Tools > Internet Options > Advanced tab Security setting).

Help
Contacts

| Rescind | Download | View | Project | Certificate | Exit |

Select the printer icon and follow the print prompts to print a version of the certificate.

☰ EZCServlet   1 / 2   —   97%   +   ⊡ ↻   ⬇ 🖶 ⋮
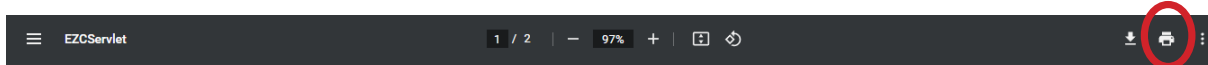
✓ Verify that the information printed on this certificate is correct. If the information is not correct, contact the person responsible for submitting the original application for this certificate.

✓ If you are a certificate holder with multiple, ongoing exempt projects, be certain to use the certificate that matches the project for which you are purchasing materials.

✓ You must have your certificate number and project information at the time of sale when making exempt purchases. Form EZ-1, Building Materials Exemption Certification, has been created as an easy resource for you to use to ensure that all pertinent information has been provided to the retailer.

Building Materials Exemption Certificate

Certificate holder:

TEST APPLICANT 4
101 N MAIN
OCEANVIEW IL 62225

Certificate number:

22EZC000000004

Expiration date:

12/31/2022

Project:

SADFSADF
SADFASDF
SADFSADF IL 21354-1234

Name of Zone or High Impact/ Reimagining Electric Vehicle Business:
ALEXANDER/PULASKI COUNTY (2016)

NOTICE: This certificate may be used only in conjunction with the purchase of building materials by the certificate holder identified on this certificate and for the project identified on this certificate. Any misuse of this certificate will result in the assessment of taxes and penalties on the purchase and an additional **monetary penalty** equal to the local sales taxes on the purchase.

The entity identified on the certificate must by law **report annually** to the Illinois Department of Revenue the amount of exempt building materials purchased under the certificate. Please go to the "Business Incentives Reporting and Building Materials Exemption Certification" tab at **tax.illinois.gov** for reporting deadlines.

CRT-65 (R-05/22)

Illinois Department of Revenue

EZ-1 Certificate of Exempt Purchase for Building Materials
Use of this form requires the purchaser to have a valid Building Materials Exemption Certificate from the Illinois Department of Revenue.

Step 1:   Identify the seller

The seller must keep this certificate.

Name _____   Address _____
                                                                                Number and street

Phone (_____)_____   _____
                                                                       City   State   ZIP

Step 2:   Identify the purchaser and purchaser's certificate number

Name TEST APPLICANT 4 _____   Phone (618-555) 5554 _____

Address 101 N MAIN _____   Date of purchase ____/____/_____
              Number and street   Month   Day   Year

OCEANVIEW _____ IL _____ 62225 _____   Building materials exemption certificate number of the purchaser:
City   State   ZIP   22EZC000000004

Step 3:   Location or address of the real estate into which building materials will be permanently incorporated

Name of Zone or High Impact/Reimagining Electric Vehicle Business ALEXANDER/PULASKI COUNTY (2016) ____

Project Name SADFSADF _____

Location _____   Address SADFASDF _____
                                                                                      Number and street
SADFASDF SADFSADF IL 21354-1234   **OR**   SADFSADF IL 21354-1234 _____
                                                                            City   State   ZIP

Step 4:   Identify the building materials you are purchasing

Description of building materials purchased _____
_____
_____
_____
_____
_____

Step 5:   Sign below

I certify that the building materials described above will be permanently incorporated into real estate in the location indicated above as rehabilitation, renovation, and/or new construction for this project.

_____   ____/____/_____
Purchaser's signature   Date

For more information about Building Materials Exemptions, visit the Business Incentives Reporting and Building Materials Exemption Certification web page at **https://www2.illinois.gov/rev/businesses/incentives/Pages/default.aspx**.

Note to seller: It is the seller's responsibility to verify that the purchaser's building materials exemption certificate number is valid and active. You can confirm this by using the "Verify the validity of a Building Material Exemption Certificate" tool on our website at **tax.illinois.gov**.

EZ-1 (R-05/22)
Printed by the authority of the State of Illinois
one copy, electronic only

This form is authorized by the Illinois Retailers' Occupation Tax Act. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.

Rescinding an existing certificate

To rescind an existing certificate from the "Certificate Information" page, select "**Rescind.**"

IMPORTANT: Once a certificate is rescinded from a user, that user cannot receive another certificate for the project. Ensure that the user does not need a certificate for this project before rescinding the certificate.

If the certificate is to be rescinded, enter a reason for the rescission and select "**Accept**".

If the certificate does not need to be rescinded, select "**Cancel**".

_e_ Illinois Services

Building Materials Exemption Certificates

⚠ Warning: The applicant identified below will NOT be able to obtain another certificate for this project if you choose to rescind this certificate. It will become invalid. If you do not wish to rescind, click "Cancel" to return to the previous page to make any necessary changes. To rescind, you must provide a reason and then click "Accept" at the bottom of this page.

Verify Certificate Rescission

Zone

Alexander/Pulaski County (2016)
Name

Project

SADFSADF
Project name

Applicant

TEST APPLICANT 4
Applicant name

Reason for rescission. You have [2048] characters available.

Help
Contacts

[Accept] [Cancel]

Closing a Project and Finishing Zone Administrator and Business Manager Reporting Requirements

Zone administrators and business managers are required to close existing projects (unless the project is older than 1/1/16).

IMPORTANT: Once the project is closed, it cannot be reopened.

Closing a project fulfills the last statutory reporting requirement for the zone administrator or business project manager.

To close a project, follow the steps below.

- Select "**Close**" on the "Project Information" page.

Certificates - Apply for certificate

[   ] [Search] [20 ▾] Previous results   Next results
Applicant name   Rows

Click the certificate ID to view or download a PDF version of the certificate.

Certificate ID	Applicant name	Applicant ID	Expiration date	Status
22EZC000000005	APPLICANT 5	2200006	12/31/2022	Active

Help
Contacts

[Close] [Previous] [Exit]

- The "Close Project" page will now be open. Closing a project requires zone administrators or business project managers to enter final project information. This information includes:
  - Actual completion date
  - Actual building materials cost
  - Actual labor cost
  - Actual full-time equivalent (FTE) covered employees at project conclusion

Enter this information in the "**Project Actual**" fields. The other fields were completed when you created the project.

NOTE: Completing these fields also satisfies the final statutory report required by zone administrators and business project managers for this project.

⚠ Info: New! As of 01/01/2017, Zone Administrators are now required to provide additional information when creating, editing or closing a project.

Close Project

Zone

Alexander/Pulaski County (2016)
Name

Business

PROJECT SAMPLE 3
Legal business name

101 W JEFFERSON | SPRINGFIELD | IL ⌄ | 62702
Mailing address | City | State | Zip

45-5555555 |
FEIN | Unemployment insurance number (UIN)

SAMPLE3@PROJECTS3.ORG
Email

Project

PROJECT SAMPLE 3
Project name

101 N MAIN | OCEANVIEW | 62225
Project address or location (no P.O. boxes) | City | Zip

12/31/2021 | 25 | ⑦
Building permit issue date | FTE covered employees at project initiation

Project Estimates

Estimated project completion date	⑦	12/31/2024
Estimated building materials cost	⑦	250,000.00
Estimated labor cost	⑦	500,000.00
Estimated FTE covered employees at project conclusion	⑦	65

Project Actual

Actual project completion date	⑦	
Actual building materials cost	⑦	0.00
Actual labor cost	⑦	0.00
Actual FTE covered employees at project conclusion	⑦	0

● Click "Submit" to file your report.

Warning! By clicking the "Submit" button, you are permanently closing this project and will not be able to make any further edits to any field.

Help
Contacts

[Submit] [Cancel]

- Select "**Submit**" to file the report and close the project. Once closed, the project information may be viewed but not changed.

Project Actual

Actual project completion date	?	12/30/2022
Actual building materials cost	?	365257.62
Actual labor cost	?	250.367
Actual FTE covered employees at project conclusion	?	34

- Click "**Submit**" to file your report.

Warning! By clicking the "**Submit**" button, you are permanently closing this project and will not be able to make any further edits to any field.

Help
Contacts   **Submit**   **Cancel**

Illinois eServices

Building Materials Exemption Certificates

Project Information

Zone

Alexander/Pulaski County (2016)
Name

Business

PROJECT SAMPLE 3
Legal business name

101 W JEFFERSON	SPRINGFIELD	IL	62702
Mailing address	City	State	Zip

45-5555555	N/A	
FEIN	Unemployment insurance number (UIN)	

SAMPLE3@PROJECTS3.ORG
Email

Project

PROJECT SAMPLE 3
Project name

101 N MAIN	OCEANVIEW	62225
Project address or location (no P.O. boxes)	City	Zip

12/31/2021	25
Building permit issue date	FTE covered employees at project initiation

Project Estimates

Estimated project completion date	12/31/2024
Estimated building materials cost	250,000.00
Estimated labor cost	500,000.00
Estimated FTE covered employees at project conclusion	65

Project Actual

Actual project completion date	06/10/2022
Actual building materials cost	365,257.62
Actual labor cost	250,367.00
Actual FTE covered employees at project conclusion	34

Certificates

Applicant name	**Search**	20 ▾	Previous results	Next results
		Rows		

Click the certificate ID to view or download a PDF version of the certificate.

Certificate ID	Applicant name	Applicant ID	Expiration date	Status
22EZC000000005	APPLICANT 5	2200006	06/10/2022	Expired

Help
Contacts   **Previous**   **Exit**

Viewing Closed Projects

Closed projects are hidden from your "Zone Information" page. To see closed projects, follow the steps below.

- Check the "**Show Hidden**" checkbox under the "Projects" section on the "Zone Information" page.

- The closed projects will now be visible from the "Zone Information" page.

  NOTE: Under the visibility column, closed projects have the word "SHOW." If the blue hyperlinked "SHOW" is selected, "SHOW" will change to "HIDE" and the project will stay visible the next time the account is accessed.

- To view the "Project Information" page for a specific closed project, select the blue hyperlinked project name. The information for a closed project can be viewed but not changed.

Projects - Add project

| Project name | Search | 20 ▾ Rows | *Previous results* | *Next results* | Show hidden ☑ |

Click the project name to apply for exemption certificates, edit project information, or close a project.

Name	Address	City	Visibility
PROJECT SAMPLE 3	101 N MAIN	OCEANVIEW	SHOW
MIKE ECKERT	48 MARGARET	PAWNEE	SHOW
JOHN BUCK STOPS HERE	101 N MAIN	OCEANVIEW	HIDE
SADFSADF	SADFASDF	SADFSADF	HIDE

Help
Contacts

Previous   Exit

Illinois eServices   *Building Materials Exemption Certificates*

Project Information

Zone

Alexander/Pulaski County (2016)
Name

Business

PROJECT SAMPLE 3
Legal business name

| 101 W JEFFERSON | SPRINGFIELD | IL | 62702 |
| Mailing address | City | State | Zip |

| 45-5555555 | N/A |
| FEIN | Unemployment insurance number (UIN) |

SAMPLE3@PROJECTS3.ORG
Email

Project

PROJECT SAMPLE 3
Project name

| 101 N MAIN | OCEANVIEW | 62225 |
| Project address or location (no P.O. boxes) | City | Zip |

| 12/31/2021 | 25 |
| Building permit issue date | FTE covered employees at project initiation |

Project Estimates

Estimated project completion date	12/31/2024
Estimated building materials cost	250,000.00
Estimated labor cost	500,000.00
Estimated FTE covered employees at project conclusion	65

Project Actual

Actual project completion date	06/10/2022
Actual building materials cost	365,257.62
Actual labor cost	250,367.00
Actual FTE covered employees at project conclusion	34

Certificates

| Applicant name | Search | 20 ▾ Rows | *Previous results* | *Next results* |

Click the certificate ID to view or download a PDF version of the certificate.

Certificate ID	Applicant name	Applicant ID	Expiration date	Status
22EZC000000005	APPLICANT 5	2200006	06/10/2022	Expired

Help
Contacts

Previous   Exit

Viewing Certificate Information for Closed Projects

Certificate information for closed projects can be viewed but cannot be added or edited. To view the certificate information for a closed project, follow the steps below.

- From the "Project Information" page of the closed project, select the appropriate "**Certificate ID**" hyperlink for the certificate to be viewed.

  NOTE: Notice that the information for all certificates on the "Project Information" page (other than the "Certificate ID" hyperlinks) have been "grayed" out. This indicates that the project is closed and no changes can be made.

  NOTE: The actual certificate and accompanying EZ-1 cannot be viewed when a project is closed.

Questions about Zone or Business Project Maintenance & Reporting

For a quick response in regard to reporting or maintenance, use IDOR's online form at: www2.illinois.gov/rev/businesses/incentives/Pages/default.aspx.

Submit a Question

❋ indicates required field

Business Name ❋ [   ]

Applicant ID [   ]
if applicable

Email Address ❋ [   ]

Question ❋ [   ]

[Submit] [Reset]

Alternatively, you may email IDOR directly at: rev.ezreporting@illinois.gov.