



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 \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Number and street

Date of purchase \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Purchaser's Building Materials Exemption Certificate Number: \_\_\_\_\_

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

Name of Zone or High Impact / REV / MICRO Business \_\_\_\_\_

Project Name \_\_\_\_\_

Location \_\_\_\_\_

Address \_\_\_\_\_  
Number and street

OR

\_\_\_\_\_

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 are being purchased for incorporation into the real estate at the address or location indicated above.

Purchaser's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

For more information about Building Materials Exemptions, visit the Illinois Department of Revenue's (IDOR) website at [tax.illinois.gov](http://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.

**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](http://tax.illinois.gov).

