



# STAX-300-C Sales Tax Exemption Business Information Update

## Step 1: Read this information first

Complete the information below to update your Sales Tax Exemption information for your existing exemption number.

## Step 2: Identify the organization's name, E-number, and address as currently shown on certificate

1 Business name \_\_\_\_\_ 2 E99 \_\_\_\_\_ - \_\_\_\_\_  
Sales Tax Exemption Number

3 \_\_\_\_\_  
Number and street City State ZIP

## Step 3: Change business name, if applicable

4 Previous legal business name: \_\_\_\_\_ New legal business name: \_\_\_\_\_

5 Previous DBA name: \_\_\_\_\_ New DBA name: \_\_\_\_\_

In order to change your business name, at least one of the following updated forms must be attached:

Articles of Incorporation     Constitution     FEIN Documentation     501c3

## Step 4: Change current address and update contact information

A Legal address - Date this became effective: \_\_\_\_/\_\_\_\_/\_\_\_\_

6 \_\_\_\_\_  
Number and street

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

8 Is this address a place of worship?     Yes     No

9 Is this address a private residence?     Yes     No

B Mailing address - Date this became effective: \_\_\_\_/\_\_\_\_/\_\_\_\_

10 \_\_\_\_\_  
Number and street

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

## C Contact information

12 Contact person: \_\_\_\_\_

13 Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_    Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

14 Email address: \_\_\_\_\_

15 Organization's website: \_\_\_\_\_

## Step 5: Sign below

Under penalties of perjury, I state that I have examined this information and, to the best of my knowledge, it is true, correct, and complete.

Signature \_\_\_\_\_ Title \_\_\_\_\_ MM DD YYYY

Printed name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Email your completed information to **REV.E99@illinois.gov**, fax to **217 524-1966**, or mail to: **ILLINOIS DEPARTMENT OF REVENUE  
EXEMPTIONS SECTION MC 3-520  
101 WEST JEFFERSON STREET  
SPRINGFIELD, ILLINOIS, 62702**

For questions, please call **217 782-8881**.

This form is authorized as outlined under the tax or fee Act imposing the tax or fee for which this form is filed. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.