

# **Zone or Business Project Maintenance & Reporting**

**for Zone Administrators & Business Project Managers**



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# 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](http://tax.illinois.gov).
- Under the "Tax Resources" drop-down on the homepage, select "**Businesses**".



- Select the "**Business Incentives Reporting and Building Materials Exemption Certification**" quick link.

 A screenshot of the IDOR website's 'Businesses' page. The 'QUICK LINKS' section is circled in red, with the link 'Business Incentives Reporting and Building Materials Exemption Certification' highlighted in yellow. The page also features sections for 'File & Pay' and 'Business Registration' with various sub-links.
 

Revenue > Businesses

**QUICK LINKS**

- Production Related Tangible Personal Property Is N...
- Business Incentives Reporting and Building Materia...**
- Information for Claiming Disaster Relief
- Illinois Small Business Jobs Creation Tax Credits
- Common Errors Identified in Tax Audits
- Compliance Alerts

**Businesses**

**File & Pay**

- [File a Return](#)
- [Make a Payment](#)
- [Payment Plan](#)
- [Who Must Make Electronic Payments](#)

**Business Registration**

- [How Do I Register?](#)
- [Register now using MyTax Illinois](#)
- [Register for a Bingo, Pull Tabs, or Charitable Games License](#)
- [Apply for or Renew a Sales Tax Exemption Number](#)
- [Managed Compliance Agreement \(Direct Payment Permit Program\) for Sales and Use Taxes](#)
- [Verify a Registered Business](#)

- Select the “**Proceed to the BMEC application**” link listed under the Building 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 through 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 or Business Project Maintenance & Reporting](#)
- [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](#)

## 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.



## 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.

**Getting Started**

Select an option on the left:

- Zone Administrator** - Apply for, review or rescind certificates for contractors or other entities working on projects in your Enterprise or River Edge Redevelopment Zone.
- HIB / REV** - Apply for, review or rescind certificates for contractors or other entities working on your High Impact Business (HIB) / Reimaging Electric Vehicles (REV) projects.
- Certificate Applicant** - View, manage and print building materials exemption certificates that have been issued to your business.

[Help](#)  
[Contacts](#)

**Next** **Exit**

- Enter the four digit PIN.

### Zone Administrators

### HIB/REV

**Getting Started**

**Zone Administrator** - Apply for, review or rescind certificates for contractors or other entities working on projects in your Enterprise or River Edge Redevelopment Zone.

PIN:

Zone type:

[Help](#)  
[Contacts](#)

**Next** **Exit**

**Getting Started**

**HIB / REV** - Apply for, review or rescind certificates for contractors or other entities working on your High Impact Business (HIB) / Reimaging Electric Vehicles (REV) projects.

Business name:

[Help](#)  
[Contacts](#)

**Next** **Exit**

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

**Getting Started**

**Zone Administrator** - Apply for, review or rescind certificates for contractors or other entities working on projects in your Enterprise or River Edge Redevelopment Zone.

PIN:

Zone type:

- Select one
- Enterprise Zone
- River Edge Redevelopment Zone

[Help](#)  
[Contacts](#)

**Next** **Exit**

- 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.

**Getting Started**

**Zone Administrator** - Apply for, review or rescind certificates for contractors or other entities working on projects in your Enterprise or River Edge Redevelopment Zone.

PIN:

Zone type:

Zone name:

- Select one
- Alexander/Pulaski County (2016)
- Altamont
- American Bottoms
- Bartonville/Belleveue/Peoria County
- Beardstown
- Bedford Park (2016)
- Belleville
- Belleville (2016)
- Belvidere/Boone County
- Belvidere/Boone County (2016)
- Bensenville
- Benton/Franklin County
- BEARDSTOWN (2017)
- Bloomington-Normal (2016)
- Bloomington/Normal/McLean County
- Bureau/Putnam County
- BUREAU / PUTNAM AREA (2017)
- Cairo/Alexander County
- Cal sag (2016)

[Help](#)  
[Contacts](#)

**Exit**

**Getting Started**

**HIB / REV** - Apply for, review or rescind certificates for contractors or other entities working on your High Impact Business (HIB) / Reimaging Electric Vehicles (REV) projects.

Business name:

- Select one
- Abbott Laboratories
- AbbVie Inc.
- California Ridge Wind Energy LLC
- Caterpillar Inc.
- FPL Energy Illinois Wind LLC and Lee North LLC
- Fresenius Kabi Pharmaceuticals Holdings Inc
- Grand Ridge Energy Storage
- GSG 6 LLC
- Heartland Wind LLC and Otter Creek Wind Farm
- Hoopston Wind LLC
- Hospira Inc.
- K4 Wind Farm LLC
- Kelly Creek Wind, LLC
- Lexington Cherokee Wind Farm LLC
- Minonk Wind LLC
- Navistar Inc.
- NB Holdings Corporation
- OfficeMax Inc.
- Paylocity

[Help](#)  
[Contacts](#)

**Exit**

- 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.

**Illinois eServices** *Building Materials Exemption Certificates*

**Info:** New! Zone Administrators and contacts for High Impact Businesses or Reimaging Electric Vehicles administrator can edit projects, and close completed projects, through this online system.

### Zone Information

**Zone**

Alexander/Pulaski County (2016)  
Name

**Contact**

MR. JOHN DOE  
Title First name Last name

JDOE@JOHNDOELAND.COM 618-555-5553  
Email Phone number

101 W MAIN OCEANVIEW IL 62225  
Mailing address City State Zip

**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
.....	.....	.....	.....

- 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.”

### Edit Project Information

**Zone**

Alexander/Pulaski County (2016)  
Name

**Business**

John Doe Tractors  
Legal business name

101 N Main Oceanview IL 62225  
Mailing address City State Zip

324562345 1234  
FEIN Unemployment insurance number (UIN)

johndoe@johndoeland.com  
Email

**Project**

John Doe Barn update  
Project name

101 S 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 350000

Estimated labor cost 125000

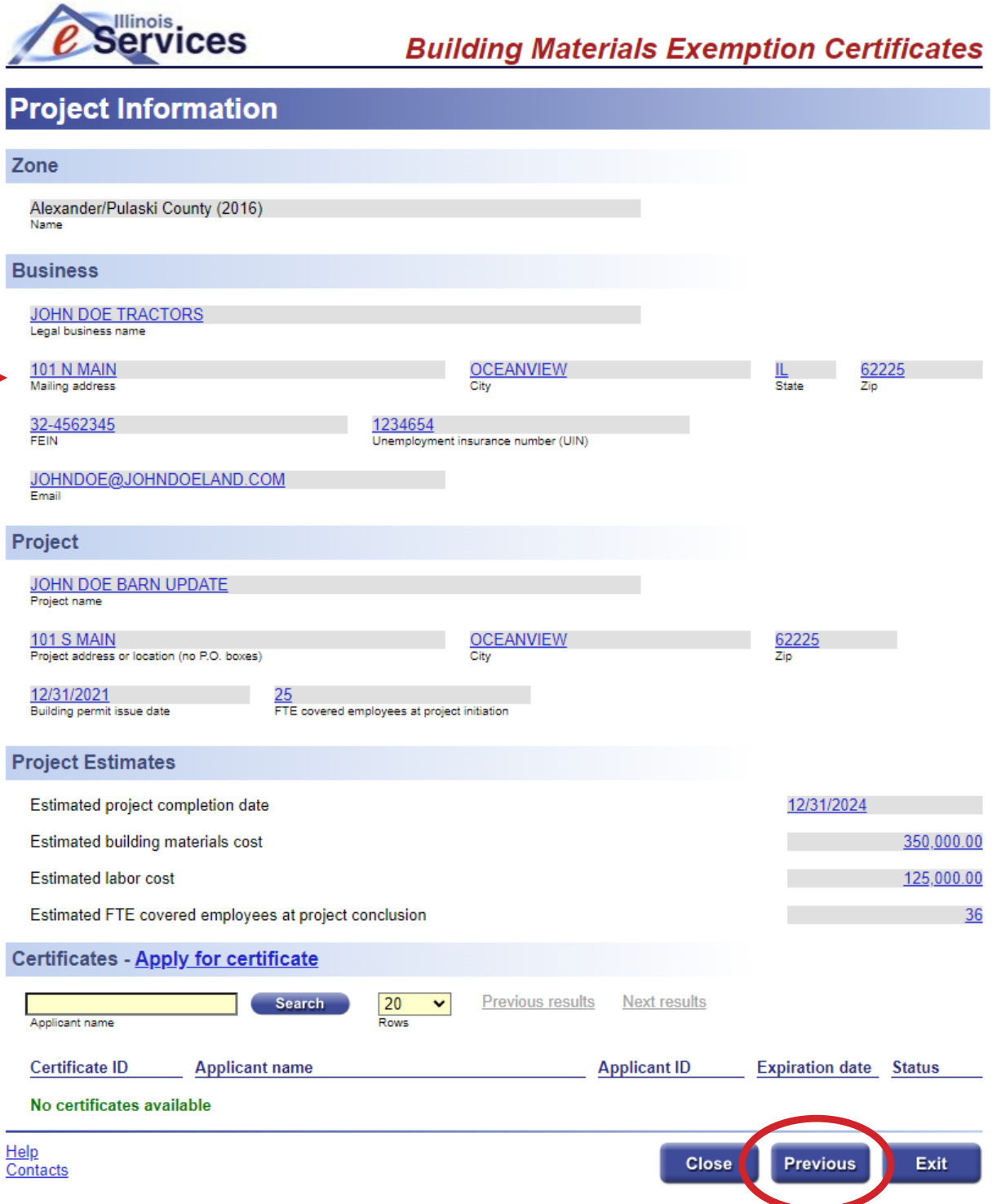
Estimated FTE covered employees at project conclusion 36

[Help](#) [Contacts](#) [Accept](#) [Cancel](#)

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”.



**Illinois eServices** *Building Materials Exemption Certificates*

### Project Information

**Zone**  
Alexander/Pulaski County (2016)  
Name

**Business**  
JOHN DOE TRACTORS  
Legal business name

101 N MAIN  
Mailing address

OCEANVIEW  
City

IL  
State

62225  
Zip

32-4562345  
FEIN

1234654  
Unemployment insurance number (UIN)

JOHNDOE@JOHNDOELAND.COM  
Email

**Project**  
JOHN DOE BARN UPDATE  
Project name

101 S MAIN  
Project address or location (no P.O. boxes)

OCEANVIEW  
City

62225  
Zip

12/31/2021  
Building permit issue date

25  
FTE covered employees at project initiation

**Project Estimates**

Estimated project completion date	12/31/2024
Estimated building materials cost	350,000.00
Estimated labor cost	125,000.00
Estimated FTE covered employees at project conclusion	36

**Certificates - [Apply for certificate](#)**

Applicant name   20 Rows [Previous results](#) [Next results](#)

Certificate ID	Applicant name	Applicant ID	Expiration date	Status
No certificates available				

[Help](#)  
[Contacts](#)

## 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.

**Illinois Services** *Building Materials Exemption Certificates*

**Info:** New! Zone Administrators and contacts for High Impact Businesses or Reimaging Electric Vehicles administrator can edit projects, and close completed projects, through this online system.

### Zone Information

**Zone**  
Alexander/Pulaski County (2016)  
Name

**Contact**

MR. JOHN DOE  
Title First name Last name

JDOE@JOHNDOELAND.COM 618-555-5553  
Email Phone number

101 W MAIN OCEANVIEW IL 62225  
Mailing address City State Zip

**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
<a href="#">PROJECT SAMPLE 3</a>	101 N MAIN	OCEANVIEW	<a href="#">HIDE</a>
<a href="#">JOHN BUCK STOPS HERE</a>	101 N MAIN	OCEANVIEW	<a href="#">HIDE</a>
<a href="#">SADFSADF</a>	SADFSADF	SADFSADF	<a href="#">HIDE</a>

[Help](#)  
[Contacts](#) Previous Exit

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

[Help](#)  
[Contacts](#) Close Previous Exit

## 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.

**Certificates - Apply for certificate**

Applicant name Search 20 Rows Previous results Next results

Certificate ID	Applicant name	Applicant ID	Expiration date	Status
<b>No certificates available</b>				

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



## Building Materials Exemption Certificates

### 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:



[Help](#)  
[Contacts](#)




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

### 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:



Verify this information matches the individual who is requesting a certificate. If this is correct, click "Next".

[TEST APPLICANTID REG](#)

Applicant name

[1111 N MAIN STREET](#)

Mailing address

[CHICAGO](#)

City

[IL](#)

State

[60602](#)

Zip

[USA](#)

Country

[TESTAPPLICANT@AOL.COM](#)

Email

[Help](#)  
[Contacts](#)





- 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".

### 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:



Verify this information matches the individual who is requesting a certificate. If this is correct, click "Next".

[TEST APPLICANTID REG](#)

Applicant name

- 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.



## 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.



## Building Materials Exemption Certificates

### Applicant Registration

Test Applicant 4

Applicant name

444444444

FEIN

444444444

Confirm FEIN

Applicant4@applicant.org

Email

Applicant4@applicant.org

Confirm email

101 N Main

Mailing address

Oceanview

City

IL

State

62225

Zip

USA

Country

618555554

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



Estimated average tax rate



Percentage of contract that consists of building materials qualifying for exemption



Estimated amount of exemption for purchased materials

[Help](#)  
[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.



## 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  
Project address (no P.O. boxes)

SADFSADF  
City

21354-1234  
Zip

### Applicant

TEST APPLICANT 4  
Applicant name

2200005  
Applicant ID

APPLICANT4@APPLICANT.ORG  
Email

618-555-5554  
Phone number

101 N MAIN  
Mailing address

OCEANVIEW  
City

IL  
State

62225  
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.

**Certificates - [Apply for certificate](#)**

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
<a href="#">22EZC000000004</a>	TEST APPLICANT 4	2200005	12/31/2022	Active
<a href="#">22EZC000000002</a>	STEEL PRO STRUCTURES	1401254	12/20/2022	Active
<a href="#">20EZC000000001</a>	ASDF ASDF	1700707	12/01/2020	Expired

[Help](#)
[Contacts](#)



**Illinois eServices** *Building Materials Exemption Certificates*

**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](#) Project address (no P.O. boxes)      [SADFSADF](#) City      [21354-1234](#) Zip

**Applicant**

[TEST APPLICANT 4](#) Applicant name      2200005 Applicant ID  
[APPLICANT4@APPLICANT.ORG](#) Email      [618-555-5554](#) Phone number  
[101 N MAIN](#) Mailing address      [OCEANVIEW](#) City      [IL](#) State      [62225](#) Zip  
[USA](#) Country

**Building materials exemption**

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

- 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](#)

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.

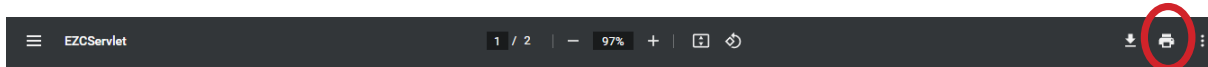
- Click "Download" to save a copy of this certificate to your computer.
- Click "View" to display a printable copy of this certificate.
- Click "Project" to return to the list of projects or add another project.
- Click "Certificate" to return to the list of certificates or apply for another certificate.

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](#)



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



- ✓ 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

<p><b>Certificate holder:</b></p> <p>TEST APPLICANT 4 101 N MAIN OCEANVIEW IL 62225</p> <p><b>Project:</b></p> <p>SADFSADF SADFSADF SADFSADF IL 21354-1234</p> <p><b>Name of Zone or High Impact/ Reimagining Electric Vehicle Business:</b></p> <p>ALEXANDER/PULASKI COUNTY (2016)</p>		<p><b>Certificate number:</b></p> <p>22EZC000000004</p> <p><b>Expiration date:</b></p> <p>12/31/2022</p>
---	--	--

**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](http://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 SADFSADF \_\_\_\_\_  
Number and street  
 SADFSADF 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](http://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**".



## 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 Reporting Requirements

Zone administrators 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.

To close a project, follow the steps below.

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

### Certificates - [Apply for certificate](#)

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
<a href="#">22EZC000000005</a>	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 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 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      ?  
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      ?        
Actual building materials cost      ?        
Actual labor cost      ?        
Actual FTE covered employees at project conclusion      ?     

● 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](#)

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

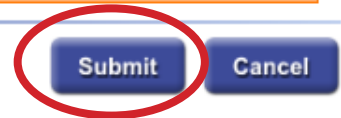
**Project Actual**

Actual project completion date	<input type="text" value="12/30/2022"/>
Actual building materials cost	<input type="text" value="365257.62"/>
Actual labor cost	<input type="text" value="250.367"/>
Actual FTE covered employees at project conclusion	<input type="text" value="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](#)



**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      Rows

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

Certificate ID	Applicant name	Applicant ID	Expiration date	Status
<a href="#">22EZC00000005</a>	APPLICANT 5	2200006	06/10/2022	Expired

[Help](#)  
[Contacts](#)

## 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.

**Illinois eServices** *Building Materials Exemption Certificates*

**Info:** New! Zone Administrators and contacts for High Impact Businesses or Reimaging Electric Vehicles administrator can edit projects, and close completed projects, through this online system.

### Zone Information

**Zone**

Alexander/Pulaski County (2016)  
Name

**Contact**

MR. JOHN DOE  
Title First name Last name

JDOE@JOHNDOELAND.COM 618-555-5553  
Email Phone number

101 W MAIN OCEANVIEW IL 62225  
Mailing address City State Zip

**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
<a href="#">JOHN BUCK STOPS HERE</a>	101 N MAIN	OCEANVIEW	<a href="#">HIDE</a>
<a href="#">SADFSADF</a>	SADFASDF	SADFASDF	<a href="#">HIDE</a>

[Help](#) [Contacts](#)  Previous  Exit

- 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.

**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
<a href="#">PROJECT SAMPLE 3</a>	101 N MAIN	OCEANVIEW	<a href="#">SHOW</a>
<a href="#">MIKE ECKERT</a>	48 MARGARET	PAWNEE	<a href="#">SHOW</a>
<a href="#">JOHN BUCK STOPS HERE</a>	101 N MAIN	OCEANVIEW	<a href="#">HIDE</a>
<a href="#">SADFSADF</a>	SADFASDF	SADFASDF	<a href="#">HIDE</a>

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- 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  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
<a href="#">PROJECT SAMPLE 3</a>	101 N MAIN	OCEANVIEW	<a href="#">SHOW</a>
<a href="#">MIKE ECKERT</a>	48 MARGARET	PAWNEE	<a href="#">SHOW</a>
<a href="#">JOHN BUCK STOPS HERE</a>	101 N MAIN	OCEANVIEW	<a href="#">HIDE</a>
<a href="#">SADFSADF</a>	SADFSADF	SADFSADF	<a href="#">HIDE</a>

[Help](#) [Contacts](#)



**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  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
<a href="#">22EZC000000005</a>	APPLICANT 5	2200006	06/10/2022	Expired

[Help](#) [Contacts](#)

## 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.

**Certificates**


Applicant name    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
<a href="#">22EZC000000005</a>	APPLICANT 5	2200006	06/10/2022	Expired

[Help](#) [Contacts](#)

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

 **Building Materials Exemption Certificates**

**Info:** This certificate was issued for a project that is now closed. If you are the administrator for a newly established zone and recreated this project in the new zone, you must log into the system with the credentials associated with the new zone.

**Certificate Information**

**Certificate ID:** 22EZC000000005

06/10/2022 Expiration date      Expired Status

**Zone**

ALEXANDER/PULASKI COUNTY (2016)  
Name

**Project**

PROJECT SAMPLE 3  
Project name

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

**Applicant**

APPLICANT 5 Applicant name      2200006 Applicant ID

FIVEAPPLICANT@PROJECTS5.ORG Email      618-555-5556 Phone number

101 N MAIN STREET Mailing address      OCEANVIEW City      IL State      62225 Zip

USA Country

**Building materials exemption**

Contract amount	360,000.00
Estimated average tax rate	6.5
Percentage of contract that consists of building materials qualifying for exemption	25
Estimated amount of exemption for purchased materials	5,850.00

[Help](#) [Contacts](#)

## Questions about Zone or Business Project Maintenance & Reporting

For a quick response in regard to reporting or maintenance, use IDOR's online form at:  
<https://tax.illinois.gov/businesses/incentives.html>.

### 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](mailto:rev.ezreporting@illinois.gov).