

**FAIRMONT CITY/CASEYVILLE/BROOKLYN
ENTERPRISE ZONE
APPLICATION INSTRUCTIONS**

**THE APPLICATION FORM MUST BE COMPLETED BY THE CONSTRUCTION
MATERIALS PURCHASER THEN CERTIFIED BY THE ENTERPRISE ZONE
ADMINISTRATOR BEFORE YOU ARE ELIGIBLE FOR INCENTIVES**

Information and items needed to complete applications

1. Copy of Approved building permit
2. Copy of Property tax bill for parcel involved in Project
3. Project address
4. Number of full time employees
5. Starting date and completion date
(**The starting date must not be sooner than approval date of application**)
6. Project cost (include all cost and capital equipment)
7. Federal employers ID # or application ID number.
8. Illinois Unemployment Insurance number
(**A new company can notify us of these new numbers when received**)

***Reporting Instructions**

Applicants are also now required to file reports with the Illinois Department of revenue upon receiving Enterprise Zone incentives. You are highly recommended to visit this website for Frequently Asked Questions regarding the program.

<http://www.revenue.state.il.us/Businesses/Incentives/>

If you have any questions in completing these application forms, contact:

Scott E Penny
2601 N 41st Street
Fairmont City, Il, 62201
618-274-4504
spenny@fairmontcityil.com

**Fairmont City/Caseyville/Brooklyn Enterprise Zone
Application for Building Materials Exemption Certificates**

Date _____

Step 1: Contractor/Home Owner Applying for Certification

Name: _____ Address: _____
Number and Street

Phone: (____) _____
City State Zip

Federal Employer ID or Applicant ID _____ Unemployment Insurance# _____

Email: _____

Step 2: Address or Location of Project

Project Name _____

Location _____ Address _____
OR Number and Street

_____ City State Zip

Building Permit Issue Date _____

Full time (Or Equivalent Part time) Employees at Project Initiation _____

Estimated Completion Date _____

Estimated Material Cost \$ _____

Estimated Labor Cost \$ _____

Full time (Or Equivalent Part time) Employees at Project Conclusion _____

Expiration Date _____

Contract amount \$ _____

Tax rate _____ 7.35%

Percentage of contract that consists of materials qualifying for exemption _____ %

(material divided by contract amount)

Estimated amount of sales tax exemption for purchased materials. \$ _____

Fee Required: Estimated Material Cost _____ x .005 = \$ _____

Step 3: 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.

Purchasers Signature

Date

PLEASE SEE THE OTHER SIDE OF THIS FORM FOR FURTHER INFORMATION

Step 4: Property Owner if Different from the Applicant

Name: _____ Address: _____
Number and Street
Phone: (____) _____
City State Zip
Email: _____

Step 5: Make Check Payable to:

Fairmont City/Caseyville/Brooklyn Enterprise Zone

Step 6: Mail to:

Enterprise Zone
Scott E. Penny, Administrator
2601 N 41st Street
Fairmont City, Il, 62201

Step 7: File Report with the Illinois Department of Revenue

If you are a business or corporation that files tax returns by using a Federal Employers Identification number (FEIN) then use that FEIN to file your application and final report.

If you are a homeowner or file your tax returns by use of your Social Security Number (SSN), then you will have to go on the Illinois Department of Revenue web page to obtain a “Applicant ID”:

Go to tax.illinois.gov

Under Businesses go to Business incentive Reporting

Click “Business Incentive Reporting & Building Material Exemption Certificate” link located left under “information for”

Scroll down past **Building Materials Exemption Certificate**

- Proceed to the BMEC application
- Click “Next”
- Click “Certificate Applicant”
- Click in green box “Register Now” and follow prompts