

**You Have A
Construction Project
In The**

**MACOMB/BUSHNELL
ENTERPRISE ZONE**

Now What?



HOW TO APPLY FOR A BUILDING MATERIALS EXEMPTION CERTIFICATE

All Contractors and Sub-Contractors must fill-out individual project application forms. Certificates *cannot* be transferred between contractors or projects. Exemption Certificates are job/project specific and only covers what is listed on its corresponding project application form.

START HERE



Is your project located in the Macomb/Bushnell Enterprise Zone?

Macomb City Hall
Community Development Office
232 East Jackson Street
309-833-4944

Bushnell City Hall
City Clerk
138 East Hail Street
309-772-2521



Do you have your total estimated cost of improvements?

Please break out your total estimated cost of improvements into labor and materials for your portion of the project. This is required on the project application. This will also determine the cost of your project application fee. The cost of the project application fee is based on the total cost of building materials you provide, subject only to \$5000 or more.



Do you have an applicant ID number issued from the Illinois Department of Revenue?

This is required on the application and can take up to 72 hours to receive.

NO:

Apply at

<https://www2.illinois.gov/>

See the following page for instructions

YES:

Go to your City Hall to complete the Enterprise Zone Project Application and pay the project application fee.



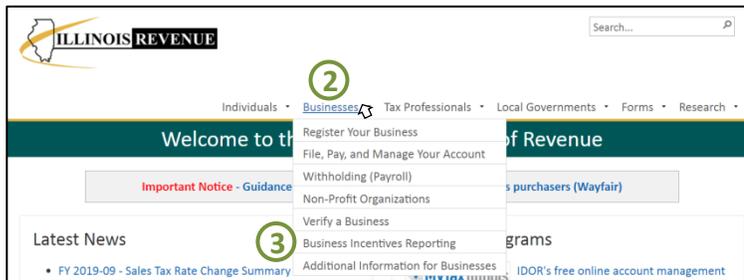
Your application will then be processed by the Zone Administrator. You will receive your Building Materials Exemption Certificate via the email given on the application (this can take up to 72 hours).

HOW TO APPLY FOR AN APPLICANT IDENTIFICATION NUMBER

1. Go to: <https://www2.illinois.gov/rev/Pages/default.aspx>



2. Hover over the "Businesses" tab on the menu bar
3. Click the "Businesses Incentives Reporting" subset



4. Scroll Down until you see "Building Materials Exemption Certification"
5. Click the "Proceed to the BMEC Application" link



6. Notice Screen: Read the directions carefully and click "Next"
7. Getting Started: Click "Certificate Applicant" on the left hand side
8. Click "Register Now!" in the green box if you have not registered
9. Applicant Registration: Fill out the applicant registration information and click "Next"
 - a. Be sure to select the correct Tax ID Type from the drop down menu
10. Once you have filled out the information your applicant identification number will be sent via email from the Illinois Department of Revenue. This can take up to 72 hours.

OTHER INFORMATION TO KNOW

1. Effective July 01, 2019: All contractors and sub-contractors are required to pay a project application fee. The project application fee is 0.5% of the total cost of permanently affixed building materials (not to exceed \$50,000). The fee will be charged for building material costs of \$5,000 and above. The fee will be waived for anything less than \$5,000. The fee must be paid at the time of filing an application or your application and certificate will not be processed. Therefore, you will not receive enterprise zone incentives.

2. Any materials purchased before the issuance of certificate will not eligible. Each time materials area purchased, the purchaser must leave a copy with the seller to verify what was purchased, who made the purchase, and what project the purchase was made for.

3. You must report to the corresponding City Hall or Zone Administration office when your project is completed.

4. Illinois Law requires all Contractors and Sub-Contractors to file a Building Materials Exemption Report annually at: <https://www2.illinois.gov/rev/businesses/incentives/Pages/default.aspx>
 - a. Scroll down to “Business Incentives Reporting”
 - b. Click the red “Click Here To Begin Filing a Report”
 - c. Notice Screen: Read the directions carefully and click “Next”
 - d. Report Type: Click “BME Certificate Report” on the left hand side
 - e. Select your “ID Type” in the yellow box. Fill in your selection. Click “Next”
 - f. Continue your report and submit when completed

5. Questions? Contact the Zone Administrator at:
 Macomb Area Economic Development Corporation... 309/837-4684

**MACOMB/BUSHNELL ENTERPRISE ZONE
PROJECT APPLICATION**

THE BUILDING MATERIALS SALES TAX EXEMPTION CERTIFICATE WILL NOT BE ISSUED UNTIL THIS COMPLETED APPLICATION HAS BEEN RECEIVED AND SUBMITTED BY THE ENTERPRISE ZONE ADMINISTRATOR. ONCE PROCESSED, YOU WILL RECEIVE YOUR CERTIFICATE VIA EMAIL FROM THE ILLINOIS DEPARTMENT OF REVENUE (THIS CAN TAKE UP TO 72 HOURS).

PROJECT INFORMATION

Date _____

REQUIRED: Property Tax Parcel ID Number _____

Project Address: _____ Macomb, Illinois 61455

Property Owner/Business Name: _____ **REQUIRED:** FEIN # _____

Contact: _____ Email: _____

Type of Project: COMMERCIAL INDUSTRIAL

Check all that apply: REHAB/REMODELING NEW CONSTRUCTION CAPITAL EQUIPMENT SITE

Detailed Project Description (Please be more specific than "remodeling"): _____

REQUIRED: TOTAL ESTIMATED COST OF IMPROVEMENTS: \$ _____ (must equal break-out below)

LABOR: \$ _____

MATERIALS: \$ _____

CONTRACTOR INFORMATION

ALL CONTRACTORS AND SUB-CONTRACTORS MUST FILL OUT INDIVIDUAL PROJECT APPLICATIONS WITH THEIR OWN COST OF IMPROVEMENTS. ALSO, ILLINOIS LAW REQUIRES ALL CONTRACTORS TO FILE A BME REPORT ANNUALLY. SEE PAGE 4 OF PACKET. www2.illinois.gov/rev/businesses/incentives/Pages/default.aspx

Contractor: _____

Mailing Address: _____ City: _____

Email Address: _____ Phone: _____

REQUIRED: Applicant ID Number _____ **REQUIRED:** FEIN or Social Security Number _____

Are you the General Contractor or Sub-Contractor for this project? General Contractor Sub-Contractor

Please list the General Contractor or Sub-Contractor(s) for this project _____

Project Representative: _____ Printed _____ Signature _____

MACOMB/BUSHNELL ENTERPRISE ZONE C/O MACOMB AREA ECONOMIC DEVELOPMENT CORPORATION
director@maeco.org • 309/837-4684 • www.maeco.org

**MACOMB/BUSHNELL ENTERPRISE ZONE
PROJECT APPLICATION**

MACOMB AND BUSHNELL OFFICE USE ONLY

MAIL A COPY OF THIS APPLICATION TO THE TOWNSHIP ASSESSOR AND COUNTY ASSESSOR

Date Application Submitted: _____

Date Sent to Zone Administration Office: _____

Originating Office: Bushnell City Hall Macomb Community Development Office McDonough County Clerk's Office

Corresponding Clerk or Community Development Coordinator: _____

Printed _____ Signature _____

MACOMB COMMUNITY DEVELOPMENT OFFICE ONLY

Has the building permit been issued for this project? YES NO

Permit Type: ELECTRICAL PLUMBING GENERAL OTHER: _____

Permit # _____

Permit Issue Date _____

Permit Expiration Date _____

ZONE ADMINISTRATION OFFICE USE ONLY

The following questions pertain to the business/industry where the project is being completed:

Number of Full-time Equivalent (FTE) jobs presently at project? _____

Number of FTE jobs to be retained as a result of this project? _____

PROJECT APPLICATION FEE - EFFECTIVE JULY 01, 2019
Please include project application number on check.

Building Materials: \$ _____ x 5% = \$ _____ Check Number: _____

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