

 **Illinois Department of Revenue**  
**EZ-1 Building Materials Exemption Certification**

**Step 1: Identify the seller**

The seller must keep this certificate.

Name \_\_\_\_\_

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

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

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

**Step 2: Identify the certificate holder**

Name \_\_\_\_\_

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

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

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

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

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 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 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: It is the seller's responsibility to verify that the certificate holder's building materials exemption certificate number is valid and active. You can confirm this by using the "Verify Building Materials Exemption Certificates" tool at our website at **tax.illinois.gov**. Click on the "Business Incentives and Building Materials Exemption Certification" link for access to all tools and information regarding these exemptions, including Informational Bulletin FY 2013-16.