



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 _____

Phone (____) _____

Address _____

Number and street

Date of purchase ____/____/____

Month

Day

Year

City _____ State _____ ZIP _____

Purchaser's Building Materials Exemption Certificate Number:

Step 3: Provide project information

Name of Entity certified by DCEO

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 are being purchased for incorporation into the project or real estate at the project address or location indicated above, in accordance with the Retailers' Occupation Tax Act.

Purchaser's signature _____

Date ____/____/____

For more information about Building Materials Exemptions, visit the Illinois Department of Revenue's (IDOR) website at tax.illinois.gov. Select the "Businesses" link under the "Tax Resources" drop-down menu on the homepage and then select the "Business Incentives Reporting" quick link.

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.

