Application for Sales Tax Exemption

Register faster using MyTax Illinois, our online account management program, available on our website at tax.illinois.gov. If you have questions, visit our website or contact us weekdays between 8:00 a.m. and 4:30 p.m. at 217 782-8881 or email us at rev.e99@illinois.gov.

Read this information first

Complete all steps of this Application for Sales Tax Exemption. Failure to complete any part of this application may result in the denial of the sales tax exemption. For more information about the laws, rules, and regulations governing the sales tax exemption, visit our website at **tax.illinois.gov**.

Check one: New Application Renewal If renewal, enter you Illinois Sales Tax Exemption number: E99		
Step 1: Identify your organization	Provide a statement of your arganization's purpose	
FEIN:	Provide a statement of your organization's purpose.	
Legal name:	_	
DBA:		
Legal address: Street address - NO PO Box number Apartment or suite number	- -	
City State ZIP		
Mailing address if different from the address above:	Contact person:	
In-care of name	Phone:() Fax:()	
Street address or PO Box number Apartment or suite number	Email address:	
	Organization's website:	
City State ZIP	-	
It must include your: • governmental organization type (e.g., federal, state, loc • organization's complete legal name (no abbreviations, Note: School districts should apply for the exemption as a educational organization.	erhead that indicates you are applying for sales tax exemption. cal, or foreign) and department; and acronyms, etc.) and legal address. governmental body, while individual schools should apply as an	
Charitable (e.g., youth sports programs, animal shelters, le	ow income housing programs)	
Educational		
Arts & cultural		
Senior citizen		
☐ Religious		
☐ Teacher-sponsored student organization		
Cemetery - To qualify for this exemption, the cemetery must documentation showing that your organization is operating	be owned by a governmental or religious organization. Provide under the Cemetery Association Act, 805 ILCS 320.	
☐ County fair association		

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Step 3: Required documentation - All organizations, except governmental organizations, must provide copies of the following documentation when submitting your application.

- If incorporated, your organization's Articles of Incorporation;
- If unincorporated, your organization's constitution;
- · Your organization's by-laws;
- A detailed narrative explaining the purposes, functions, and activities of your organization;
- Brochures or other printed material explaining the purposes, functions, and activities of your organization;
- A copy of the Internal Revenue Service (IRS) letter, regarding federal tax-exempt status, if applicable;
 Note: Exemption from federal income taxes under section 501(c)3 does not automatically grant your organization tax exempt status under Illinois law;
- A copy of the most recent full-year audited financial statement showing the breakdown of income and expenses **Note:** If you are applying as a religious organization you are not required to provide a financial statement (with the intial application); and
- Any other information that describes the purposes, functions, and activities of your organization.

Step 4: Sign below

Under the penalties of perjury, I state that I have examined this application and all attachments and other information required and to the best of my knowledge, it is true, correct, and complete.

Signature	Printed name	Date

Mail your completed application and any required documentation to:

EXEMPTION SECTION MC 3-520 ILLINOIS DEPARTMENT OF REVENUE 101 WEST JEFFERSON STREET SPRINGFIELD IL 62702

This form is authorized as outlined under the tax or fee Act imposing the tax or fee for which this form is filed. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.

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