

# Certificate of Exemption

**Purchaser:** Complete this certificate and **give it to the seller.** Do not send to the Department of Revenue.

**Seller:** Keep this certificate as a part of your records. If this certificate is not fully completed and signed, you must charge tax.

**Check one:**

**Single purchase certificate**  **Blanket certificate** (this certificate continues in force until cancelled by the purchaser)

Print or type

Name of purchaser's business or organization

Business address

City

State

Zip code

Purchaser's state tax ID number

State of issue

If no number, give reason

Name of seller from whom you are purchasing, leasing or renting

Seller's address

City

State

Zip code

Describe business

Describe the nature of your business or organization. Include a description of the items normally sold in your business, if applicable.

Describe the items for which you are claiming exemption.

Circle the exemption reason code. Enter the number or the title where applicable.

Type of exemption

Code

Description

**A**

Agricultural or Industrial production or Equipment

**B**

Direct pay. Enter DP# \_\_\_\_\_

**C**

Exempt organization. Enter ES# or type of group \_\_\_\_\_

**D**

State motor fuel tax

**E**

Multiple points of use

**F**

Interstate Commerce

**G**

Resale

**H**

Enterprise zone

**I**

Other. Enter title \_\_\_\_\_

Sign here

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY—If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined under Illinois law for each transaction for which the certificate is used.)

Signature of authorized purchaser

Print name here

Phone

Date