

Illinois - Exemption Affidavit

SELLER

BUYER

Important – To satisfy sales tax exemption requirements, please send exemption documents and this affidavit form in the order below:

1. This barcoded affidavit sheet
2. A signed copy of the Exemption Certificate issued to your organization by the State

If sending more than one document, send separately using same order as described above.


Fax Number is

Email address is

Documents can also be mailed to the Seller address above

NOTES – The State of Illinois issues an Exemption Certificate to organizations that qualify for exemption from Sales and Use Tax. Because this certificate is issued directly by the State to your organization, it can not be generated by the process just completed so you must provide a copy of the Exemption Certificate previously sent to you by the State of Illinois.

Sample Exemption Document



Illinois Department of Revenue
Central Registration Division
Sales Tax Exemption Section, 3-222
101 W. Jefferson Street
Springfield, Illinois 62702
217 782-8861

January 30, 2015

SPRINGFIELD IL 62794-9207

We have received your recent letter, and based on the information you furnished, we believe

of
SPRINGFIELD, IL

is organized and operated exclusively for religious purposes.

Consequently, sales of any kind to this organization are exempt from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax in Illinois.

We have issued your organization the following tax exemption identification number: E9889-8151-07. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.

This exemption will expire on February 1, 2020, unless you apply to the Illinois Department of Revenue for renewal at least three months prior to the expiration date.

Central Registration Division
Illinois Department of Revenue

STS-49 IR-05/14
IL-492-3456
11-0000212