

Everything You Need!

Phone 309-852-2611

Fax 309-856-6001

Instructions for acquiring an "Applicant ID" number for a Building Materials Exemption Certificate (BMEC).

If you already have an "Applicant ID" or a "FEIN" number please skip the instructions and fill out the bottom of this page and proceed to page two.

1. Go to the Illinois Department Of Revenue website: www.revenue.state.il.us
2. Click on "Businesses" (In green towards the center of the page.
3. Click on "Business Incentives Reporting and Building Materials Exemption Certification.
4. Scroll down and click on "Proceed to the BMEC application".
5. You are about to begin a Building Materials Exemption Certificate session. Click "Next".
6. Getting Started. Click "Certificate Applicant".
7. A green box will appear. Click "Register Now!".
8. Applicant Registration. Fill out all boxes. (For individuals use Social Security Number for "Tax ID type".)
9. After filling out the Applicant Registration, click "Next" and follow the instructions on the next screen.
10. After receiving your Applicant ID Number in an email from the Illinois Department Of Revenue, write the number in the section below. Fill out all other blanks listed and bring this form back to the Director of Community Development at City Hall. You will receive another email with your Building Materials Exemption Certificate usually within a day.

PLEASE NOTE: For individuals, please use your Social Security Number in place of the FEIN Number. If you do not wish to provide your Social Security Number on this form, you will need to make an appointment to meet with the Director of Community Development at City Hall. Your Social Security Number will be required to be entered a second time on the Illinois Department of Revenue website. By meeting with the Director of Community Development you will be able to enter your Social Security Number yourself in order to protect your privacy.

Applicant ID Number: _____

Continue to page two.



Community Development Department
401 E Third St
Kewanee, IL. 61443

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Building Materials Exemption Certificates

Business

Legal business name

Mailing address

City

State

Zip

FEIN

Unemployment insurance number (UIN)

Email

Project

Project name

Project address or location (no P.O. boxes)

City

Zip

Building permit issue date

FTE covered employees at project initiation

Project Estimates

Estimated project completion date

Estimated building materials cost

Estimated labor cost

Estimated FTE covered employees at project conclusion