Zone or Business Project Maintenance & Reporting
for Zone Administrators & Business Project Managers
## Contents

Zone Administrator and Business Project Manager Online System ...................................................... 3  
Accessing the Zone Administrator and Business Project Manager Online System .............................. 3  
Logging Into the System .......................................................................................................................... 4  
Updating Your Information in the System .............................................................................................. 6  
Creating a New Project .......................................................................................................................... 7  
Viewing Existing Projects ...................................................................................................................... 9  
Creating a Certificate for a Project ......................................................................................................... 9  
Working with Existing Certificates  
  Viewing, printing, and saving a PDF of an existing certificate ............................................................... 14  
  Rescinding an existing certificate .......................................................................................................... 16  
Closing a Project and Finishing Zone Administrator and Business Manager Reporting  
  Requirements .......................................................................................................................................... 17  
Viewing Closed Projects ......................................................................................................................... 20  
Viewing Certificate Information for Closed Projects ............................................................................... 22  
Questions about Zone or Business Project Maintenance & Reporting ................................................... 23
Zone Administrator and Business Project Manager Online System

The Illinois Department of Revenue’s (IDOR’s) Zone Administrator and Business Project Manager online system is an application used to:

- create accounts for tracking projects and certificates within a zone or business project;
- create projects and manage Building Materials Exemption Certificates (BMEC); and
- complete Zone Administrator’s and Business Project Manager’s statutorily required reporting by closing completed projects.

Accessing the Zone Administrator and Business Project Manager Online System

To access IDOR’s Zone Administrator and Business Project Manager online system, follow the steps below.

- Visiting IDOR’s website at tax.illinois.gov.

- Under the “Information For” drop-down on the homepage, select “Businesses”.

- Select the “Business Incentives Reporting and Building Materials Exemption Certification” quick link.
• Select the “Proceed to the BMEC application” link listed under the Business Materials Exemption Certification section.

Building Materials Exemption Certification

Among the tax incentives offered to Enterprise Zone, RERZ, and High Impact/Reimagining Electric Vehicle businesses, is an exemption from sales tax on building materials used in the construction, rehabilitation, or renovation of real estate. Building materials exemptions are only available to those contractors or other entities with a certificate issued by the Illinois Department of Revenue.

A contractor or other entity seeking a certificate must apply through the Zone Administrator of the zone where the project is located or through the High Impact/Reimagining Electric Vehicle Business project manager.

If you are a Zone Administrator, High Impact/Reimagining Electric Vehicle Business project manager, or construction contractor (or other entity) seeking an exemption certificate or wanting to manage your Building Materials Exemption Certificate account, follow the links below.

• Publication 139, Application Process to Obtain Sales Tax Exemption Certificates for Building Materials
• New Business Incentives FAQ’s
• Zone Administrator Specific Information
• Frequently Asked Questions
• Proceed to the BMEC application
  ○ to apply for a new Certificate of Exemption for Building Materials,
  ○ to sign in as a Zone Administrator or High Impact/Reimagining Electric Vehicle Business Representative,
  ○ to manage your Building Material exemption Certificates.

Submit a Question

Logging Into the System

To log into the Zone Administrator and Business Project Manager Online System, follow the steps below.

• The first screen that is visible when accessing the Zone Administrator and Business Project Manager Online System is the “Notice” page. Read the information on the screen and select “Next” to proceed.
• Select the “Zone Administrator” or “HIB/REV” button.

• Enter the four digit PIN.

• For Zone Administrators only, choose the zone type from the drop down menu.

• For Zone Administrators, choose the zone name from the drop down menu. For HIB/REV project managers, choose the business name from the drop down menu.
• Select “Next.”

Updating Your Information in the System

It is very important that Zone Administrators and Business Project Managers keep their zone or business information current and accurate. To easily make updates to business information, select any field that contains a blue hyperlink and edit the information. Any field that contains a blue hyperlink may be edited.

IMPORTANT: IDOR’s primary means of communicating with Zone Administrators or Business Project Managers is through email. Please keep all zone or business information current and accurate, including the contact email.

PLEASE NOTE: The following instructions show only screenshots for Zone Administrators. HIB/REV Project Manager screens will have the same layout as the Zone Administrator screens with the exception of the different label at the top of the page.
Creating a New Project

Follow the steps below to add a project in the Zone Administrator and Business Project Manager Online System.

- Select the “Add Project” hyperlink on the “Zone Information” page.

<table>
<thead>
<tr>
<th>Zone Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone</td>
</tr>
<tr>
<td>Alexander/Pulaski County (2016)</td>
</tr>
<tr>
<td>Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. John Doe</td>
</tr>
<tr>
<td><a href="mailto:Doe@johndoeland.com">Doe@johndoeland.com</a></td>
</tr>
<tr>
<td>618-555-5555</td>
</tr>
<tr>
<td>301 W MAIN</td>
</tr>
<tr>
<td>Oceanview</td>
</tr>
<tr>
<td>IL, 62225</td>
</tr>
</tbody>
</table>

- Enter information into the fields on the “Edit Project Information” page. All information on this screen is required, including project estimates. For accurate reporting, the business FEIN and a contact email are critical.

**NOTE:** The date field format is xx/xx/xxxx.

**NOTE:** Completing the estimated field entries when creating a new project completes the first part of statutory reporting requirements.

- When all fields are complete, select “Accept.”
Once the new project has been created, the “Project Information” page is displayed. The project information fields that were yellow prior to selecting “Accept” will now be gray and the “Certificate” section is now visible. **NOTE:** Certain fields can still be updated or edited by selecting the blue hyperlink in the field.

By creating the project, the first part of the statutory reporting requirements has been completed.

If you would like to exit this project, select “Previous”.

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**Project Information**

**Zone**
- Alexander/Pulaski County (2016)

**Business**
- JOHN DOE TRACTORS
  - Legal business name
  - 101 N MAIN
  - OCEANVIEW
  - IL 62225
  - Phone: 324-666-2345
  - EIN: 12345678
  - Email: JOHNDOE@JOHNGOELAND.COM

**Project**
- JOHN DOE BARN UPDATE
  - Project name
  - 101 S MAIN
  - OCEANVIEW
  - 62225
  - Building permit issue date: 12/31/2021

**Project Estimates**
- Estimated project completion date: 12/31/2024
- Estimated building materials cost: $350,000.00
- Estimated labor cost: $125,000.00
- Estimated FTE covered employees at project conclusion: 36

**Certificates - Apply for certificate**

<table>
<thead>
<tr>
<th>Certificate ID</th>
<th>Applicant name</th>
<th>Applicant ID</th>
<th>Expiration date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No certificates available
Viewing Existing Projects

To view and exit existing projects, follow the steps below.

- Select the desired project by using the blue hyperlink project name in the “Projects” section on the “Zone Information” page. Selecting the appropriate project name will open the desired “Project Information” page.

- To exit a “Project Information” page, select “Previous”.

Creating a Certificate for a Project

To issue a certificate for a project, follow the steps below.

- From the “Project Information” page, select the “Apply for Certificate” hyperlink.
- Enter the applicant’s FEIN or ID and select “Search.”

![Image of Applicant Search form]

- Confirm the business is the correct business you want to issue a certificate to. Select “Next” if correct.

![Image of Applicant Search form with business details]

- If the business is not the correct business, perform another search for the correct business by entering a different ID or FEIN in the search bar and select “Search.”

![Image of Applicant Search form with search bar and business details]
• If the business is not registered, the application will note that the ID or FEIN that was entered is not registered. A business will need to be registered in the application to be issued certificates. Select the “Register” button to register the company.

![Building Materials Exemption Certificates](image)

⚠️ Error: The FEIN you entered has not been registered in the Building Materials Exemption Certificate program.

**Applicant Search**

Enter the applicant ID or FEIN of the individual who is requesting a certificate and click “Search”. If the individual is not registered, click “Register”.

![Applicant Registration](image)

• Complete all of the required fields. For accurate reporting, the business FEIN and a contact email are critical. Select “Next” to continue.

![Applicant Registration](image)

• Once the appropriate applicant has been found or registered, the “Edit Exemption Information” screen will appear. Complete the “Date the certificate will expire”, “Contract amount”, “Estimated average tax rate”, and “Percentage of contract that consists of building materials qualifying for exemption” fields with the appropriate information. Select “Next” to view the finished certificate.

**NOTE:** Certificate expiration dates may be less than two years from the creation of the certificate. The certificate expiration dates should be as close to the actual completion date as possible to avoid extraneous reporting. **Example:** If a certificate is active from October 21, 2021, through January 1, 2023, a report must be filed for 2021, 2022, and 2023 because building material exemption reports are required to be filed for every calendar year that a certificate is active in. Entering the expiration date of January 1st created a reporting expectancy for the whole year.
• If completed correctly, the “Certificate Information” page should appear after selecting “Next”. The Certificate ID is at the top of the screen. Select “Download” to create a PDF of the certificate which may be printed. Select “Project” to return to your main project page or “Certificate” to return to the list of certificates.
Building Materials Exemption Certificates

Info: The certificate application has been processed successfully.
Info: If you need to edit or change the certificate information below, click the link in the field that is incorrect.

Certificate Information

Certificate ID: 22EZC000000004

12/31/2022 Active
Expiration date Status

Zone

ALEXANDER/PULASKI COUNTY (2018)
Name

Project

SADFSADF SADFSADF
Project name City
SADFSADF SADFSADF
Project address (no P.O. boxes) Zip
21354-1234

Applicant

TEST APPLICANT 4 Applicant name

APPLICANT4@APPLICANT.ORG Email

101 N MAIN Mailing address

USA Country

OCEANVIEW City

IL State

618-555-5554 Phone number

Building materials exemption

Contract amount 260.00
Estimated average tax rate 7.5
Percentage of contract that consists of building materials qualifying for exemption 28
Estimated amount of exemption for purchased materials 4.69

- Click "Download" to save a copy of this certificate to your computer.
- Click "View" to display a printable copy of this certificate.
- Click "Project" to return to the list of projects or add another project.
- Click "Certificate" to return to the list of certificates or apply for another certificate.

If you are using Internet Explorer, make sure it is set to accept encrypted pages. Open an IE browser session and deselect (uncheck) the "Do not save encrypted pages to disk" feature (under Tools > Internet Options > Advanced tab Security setting).
### Working with Existing Certificates

**Viewing, printing, and saving a PDF of an existing certificate**

To view an existing certificate, select the desired certificate by using the appropriate blue “**Certificate ID**” hyperlink from the list in the “Certificate” section on the “Project Information” page.

<table>
<thead>
<tr>
<th>Certificate ID</th>
<th>Applicant name</th>
<th>Applicant ID</th>
<th>Expiration date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>22EZC0000000004</td>
<td>TEST APPLICANT 4</td>
<td>2200005</td>
<td>12/31/2022</td>
<td>Active</td>
</tr>
<tr>
<td>22EZC0000000002</td>
<td>STEEL PRO STRUCTURES</td>
<td>1401254</td>
<td>12/20/2022</td>
<td>Active</td>
</tr>
<tr>
<td>20EZC0000000001</td>
<td>ASDF ASDF</td>
<td>1700070</td>
<td>12/01/2020</td>
<td>Expired</td>
</tr>
</tbody>
</table>

### Building Materials Exemption Certificates

Info: If you need to edit or change the certificate information below, click the link in the field that is incorrect.

<table>
<thead>
<tr>
<th>Certificate Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificate ID:</strong> 22EZC0000000004</td>
</tr>
</tbody>
</table>

- **Zone:** ALEXANDER/PULASKI COUNTY (2016)
- **Project:** BADGE
- **Applicant:** TEST APPLICANT 4
- **Building materials exemption**
  - **Contract amount:** 220.00
  - **Estimated average tax rate:** 7.6
  - **Percentage of contract that consists of building materials qualifying for exemption:** 5
  - **Estimated amount of exemption for purchased materials:** 4.59

- Click “Download” to save a copy of this certificate to your computer.
- Click “View” to display a printable copy of this certificate.
- Click “Project” to return to the list of projects or add another project.
- Click “Certificate” to return to the list of certificates or apply for another certificate.
From the “Certificate Information” page, select “Download” or “View” to open a viewable version of the certificate.

**NOTE:** Selecting “Download” will open the certificate as a PDF in the computer’s default PDF viewing application. “Download” will also allow a user to save the PDF of the certificate to their computer. Selecting “View” will open the certificate in the application’s document viewer.

Select the printer icon and follow the print prompts to print a version of the certificate.
Rescinding an existing certificate

To rescind an existing certificate from the “Certificate Information” page, select “Rescind.”

**IMPORTANT:** Once a certificate is rescinded from a user, that user cannot receive another certificate for the project. Ensure that the user does not need a certificate for this project before rescinding the certificate.

If the certificate is to be rescinded, enter a reason for the rescission and select “Accept.”

If the certificate does not need to be rescinded, select “Cancel.”
Closing a Project and Finishing Zone Administrator and Business Manager Reporting Requirements

Zone administrators and business managers are required to close existing projects (unless the project is older than 1/1/16).

**IMPORTANT:** Once the project is closed, it cannot be reopened.

Closing a project fulfills the last statutory reporting requirement for the zone administrator or business project manager.

To close a project, follow the steps below.

- Select “Close” on the “Project Information” page.
The “Close Project” page will now be open. Closing a project requires zone administrators or business project managers to enter final project information. This information includes:

- Actual completion date
- Actual building materials cost
- Actual labor cost
- Actual full-time equivalent (FTE) covered employees at project conclusion

Enter this information in the “Project Actual” fields. The other fields were completed when you created the project.

**NOTE:** Completing these fields also satisfies the final statutory report required by zone administrators and business project managers for this project.
Select **Submit** to file the report and close the project. Once closed, the project information may be viewed but not changed.

<table>
<thead>
<tr>
<th>Actual project completion date</th>
<th>12/30/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual building materials cost</td>
<td>365,257.62</td>
</tr>
<tr>
<td>Actual labor cost</td>
<td>250,367</td>
</tr>
<tr>
<td>Actual FTE covered employees at project conclusion</td>
<td>34</td>
</tr>
</tbody>
</table>

**Click "Submit" to file your report.**

**Warning!** By clicking the "Submit" button, you are permanently closing this project and will not be able to make any further edits to any field.
Viewing Closed Projects

Closed projects are hidden from your “Zone Information” page. To see closed projects, follow the steps below.

• Check the “Show Hidden” checkbox under the “Projects” section on the “Zone Information” page.

• The closed projects will now be visible from the “Zone Information” page.

NOTE: Under the visibility column, closed projects have the word “SHOW.” If the blue hyperlinked “SHOW” is selected, “SHOW” will change to “HIDE” and the project will stay visible the next time the account is accessed.
• To view the “Project Information” page for a specific closed project, select the blue hyperlinked project name. The information for a closed project can be viewed but not changed.
Viewing Certificate Information for Closed Projects

Certificate information for closed projects can be viewed but cannot be added or edited. To view the certificate information for a closed project, follow the steps below.

- From the “Project Information” page of the closed project, select the appropriate “Certificate ID” hyperlink for the certificate to be viewed.

**NOTE:** Notice that the information for all certificates on the “Project Information” page (other than the “Certificate ID” hyperlinks) have been “grayed” out. This indicates that the project is closed and no changes can be made.

**NOTE:** The actual certificate and accompanying EZ-1 cannot be viewed when a project is closed.
Questions about Zone or Business Project Maintenance & Reporting

For a quick response in regard to reporting or maintenance, use IDOR’s online form at: www2.illinois.gov/rev/businesses/incentives/Pages/default.aspx.

Alternatively, you may email IDOR directly at: rev.ezreporting@illinois.gov.