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 your Illinois Sales Tax Exemption number: E99

Step 1: Identify your organization

FEIN:________-_____________________________________
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:
In-care of name
Street address or PO Box number Apartment or suite number
City State ZIP

Provide a statement of your organization’s purpose.

Contact person: ___________________________
Phone:(____) _____ - ______ Fax:(____) _____ - ______
Email address: ___________________________
Organization’s website: _______________________

Step 2: Tell us about your organization - Check the box that best describes your organization’s primary function.

☐ Governmental - Attach a letter on your organization’s letterhead that indicates you are applying for sales tax exemption. It must include your:
  • governmental organization type (e.g., federal, state, local, or foreign) and department; and
  • organization’s complete legal name (no abbreviations, acronyms, etc.) and legal address.

  Note: School districts should apply for the exemption as a governmental body, while individual schools should apply as an educational organization.

☐ Charitable (e.g., youth sports programs, animal shelters, low income housing programs)

☐ Educational

☐ Arts & cultural

☐ Senior citizen

☐ Religious

☐ Teacher-sponsored student organization

☐ Cemetery - To qualify for this exemption, the cemetery must be owned by a governmental or religious organization. Provide documentation showing that your organization is operating under the Cemetery Association Act, 805 ILCS 320.

☐ County fair association
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 initial 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.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed name</th>
<th>Date</th>
</tr>
</thead>
</table>

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