Use your 'Mouse' or 'Tab key' to move through the fields.

Illinois Department of Revenue

STAX-300-C Sales Tax Exemption Business Information Update

Step 1: Read this information first

Complete the information below to update your Sales Tax Exemption information for your existing exemption number.

Step 2: Identify the organization's name and address as currently shown on certificate

1 _____
Business name

2 _____
Number and street City State ZIP

3 _____
Contact Person

4 E99_____-_____
Sales Tax Exemption Number

5 (_____)_____ - _____
Telephone

6 _____
Email Address

Step 3: Change business name

7 Previous legal business name: _____ New legal business name: _____

8 Previous DBA name: _____ New DBA name: _____

In order to change your business name, at least one of the following updated forms must be attached:

☐ Articles of Incorporation ☐ Constitution ☐ FEIN Documentation ☐ 501c3

Step 4: Change current address

A Legal address - Date this became effective: ____/____/_____

9 _____
Number and street

10 _____
City State ZIP

11 (_____)_____ - _____
Telephone

12 Is this address a place of worship? ☐ Yes ☐ No

13 Is this address a private residence? ☐ Yes ☐ No

B Mailing address - Date this became effective: ____/____/_____

14 _____
Number and street

15 _____
City State ZIP

16 (_____)_____ - _____
Telephone

Step 5: Sign below

Under penalties of perjury, I state that I have examined this information and, to the best of my knowledge, it is true, correct, and complete.

Signature: _____ Title: _____ Date:___/___/_____

_____ (_____)_____ - _____
Printed name Telephone

Email your completed information to **REV.E99@illinois.gov,** fax to **217 524-1966,** or mail to:

For questions, please call**: 217 782-8881**

Reset Print

ILLINOIS DEPARTMENT OF REVENUE
EXEMPTIONS SECTION MC 3-520
101 WEST JEFFERSON STREET
SPRINGFIELD, ILLINOIS, 62702

This form is authorized as outlined under the tax or fee Act imposing the tax or fee for which this form is filed. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.