

Will Cook Enterprise Zone



4900 Village Commons
Matteson, Illinois 60443
708-283-4779 - Fax 708-748-5196

www.willcookerprizezone.org • E-mail lmurphy@villageofmatteson.org

DATE _____

Check all that applies

New Project Existing Project Renewal Certificate

PART I – PROJECT MANAGER/OWNER INFORMATION

1. Legal Name of Business _____ PHONE # _____
2. Name of Owner _____ PHONE# _____
3. MAILING ADDRESS _____
4. CITY _____ STATE _____ ZIP _____ E MAIL _____
5. FEIN _____ Unemployment Insurance Number _____

PART II – PROJECT WHERE BUIDLING MATERIALS WILL BE INSTALLED

6. PROJECT NAME _____
7. PROJECT ADDRESS LOCATION (no P.O. boxes) _____
8. CITY _____ ZIP _____
9. BUILDING PERMIT ISSUE DATE _____
10. PROPERTY TAX IDENTIFICATION NUMBER _____

PART III - CONTRACTOR/S INFORMATION:

List general contractor and all subs. Each must have their own BMEC (Building Materials Exemption Certificate). (Use a separate sheet to list, if necessary).

CONTRACTOR/SUB CONTRACTOR

11. NAME _____ FEIN# _____
PHONE _____ ADDRESS _____
City _____ State _____ Zip _____
EMAIL _____ Contract Amount _____

*****Continue to Next Page*****

BUILDING MATERIALS

12. PROJECT ESTIMATES

a. Estimated Building Material Cost _____ b. Estimated Labor Cost _____

****do not purchase materials prior to application submission***

b. Estimated FTE covered employees at project conclusion _____

c. The estimated amount of the exemption based on the percentage of the contract that consists of
Materials and Total Const. Cost: _____ X Percentage of Material _____ X Local Tax

Rate _____ % = (Estimated amount of Exemption): \$ _____

PROJECT DETAILS (If existing project or renewal, skip to Part V)

13. General description of proposed project, including any rehabilitation/remodeling of existing structures, new construction, major paving or new equipment).

TYPE AND STYLE OF CONSTRUCTION _____

BUILDING SIZE _____ LOT SIZE _____

TYPE OF BUSINESS _____

14. PROJECT CLASSIFICATION

COMMERCIAL _____ INDUSTRIAL _____ RETAIL _____

15. EXPECTED START DATE OF PROJECT _____ EXPECTED COMPLETION _____

PART IV – JOB CREATION

16. NUMBER OF FULL-TIME EQUIVALENT JOBS

A. FTE AT PROJECT LOCATION _____ B. *RETAINED FTE _____

C. **CREATED WITHIN TWO YEARS OF PROJECT COMPLETION _____

**Retained = number of jobs that will remain in the zone because of the new investment being made, that otherwise would be lost.*

***Created = number of jobs for which persons are newly hired (not transferred in-State) or are expected to be hired within 2 years because of the new investment, not including construction jobs or spin-offs that may be created.*

17. DOES THIS PROJECT INVOLVE A MOVE FROM ANOTHER LOCATION?

YES _____ NO _____ If yes, indicate city and state. _____

18. IS THIS PROJECT LOCATED IN A TIF _____ HAVE YOU RECEIVED, OR WILL YOU APPLY FOR ANY OTHER REAL ESTATE TAX INCENTIVE _____ If yes, please explain.

*******Continue to Next Page*******

PART V - ENTERPRISE ZONE ADMINISTRATION FEE
MAKE CHECK PAYABLE TO: WILL/COOK ENTERPRISE ZONE

Please enclose your check for 0.5% of Estimated Building Material Cost (Line 12A).

\$ _____ (\$200.00 Minimum)

MAIL FEE to: Village of Matteson c/o Enterprise Zone Administrator
4900 Village Commons, Matteson, Illinois 60443
Office: 708-283-4779 Fax: 708-748-5196

Fees
An administration fee not to exceed .5% of the total cost of construction materials included on the sales tax exemption application form is due upon the issuance of the sales tax exemption certificate by the Zone Administrator and a summary of construction material costs must be provided to the Zone Administrator at the same time. The maximum fee allowed by Public Act 97-905 is .5% of the total cost of building materials to a maximum of \$50,000 per project.

Requirements for benefit
Construction must be of the nature that a building permit would be required. A completed exemption form with original signatures must be submitted to the Zone Administrator prior to the start of the project.

But-for clause
No certificates will be issued after the start of construction.

Reporting Requirements
Each contractor or other entity that has been issued an Enterprise Zone Building Materials Exemption Certificate under Section 5k of the Retailers' Occupation Tax Act shall annually report to the Department of Revenue the total value of the Enterprise Zone building materials exemption from State taxes. Reports shall contain information reasonably required by the Department of Revenue to enable it to verify and calculate the total tax benefits for taxes imposed by the State and shall be broken down by Enterprise Zone. Reports are due no later than May 31 of each year and shall cover the previous calendar year. Failure to report data may result in revocation of the Enterprise Zone Building Materials Exemption Certificate issued to the contractor or other entity.

19. _____
Print Name of Project Representative Title

Signature of Project Representative Date

Return to Will/Cook Enterprise Zone via e-mail to lmurphy@villageofmatteson.org
Questions 708-283-4779

LAST UPDATED 07/03/2019

WILL COOK ENTERPRISE ZONE APPLICATION