



Please return to: Fax # (708) 433-1033 or venessa@bfsmetals.com.

PROJECT INFORMATION SHEET

Date: _____

Purchase Order/Job #: _____

*Project Name: _____

*Street Address: _____

*City: _____ County: _____ State: _____

*Property Owner: _____

*Address: _____

*General Contractor: _____

Address: _____

Contact: _____

Phone #: _____ Fax #: _____

Bonding Company (if applicable): _____

Address: _____

*Your Company : _____

Address: _____

Estimated Quantity: _____ Estimated Dollar Value: _____

This Job will have: ___ One Furnishing ___ Several Furnishings ___ Do Not Know

Taxable / Exempt : _____

Signed: _____

By: _____

(Print Name)

IF THIS PROJECT IS TAX EXEMPT PAGE 2 MUST BE FILL OUT AND SIGNED AS WELL.

 **Illinois Department of Revenue**
EZ-1 Building Materials Exemption Certification

Step 1: Identify the seller

The seller must keep this certificate.

Name _____

Address _____
Number and street

Phone (_____) _____

City _____ State _____ ZIP _____

Step 2: Identify the certificate holder

Name _____

Phone (_____) _____

Address _____
Number and street

Date of purchase ____/____/____
Month Day Year

City _____ State _____ ZIP _____

Building materials exemption certificate number:

Step 3: Location or address of the real estate into which building materials will be permanently incorporated

Name of Zone or High Impact Business _____

Project Name _____

Location _____

Address _____
Number and street

OR

City _____ State _____ ZIP _____

Step 4: Identify the building materials you are purchasing

Description of building materials purchased _____

Step 5: Sign below

I certify that the building materials described above will be permanently incorporated into real estate in the location indicated above as rehabilitation, renovation, and/or new construction for this project.

Purchaser's signature _____

Date ____/____/____

Note: It is the seller's responsibility to verify that the certificate holder's building materials exemption certificate number is valid and active. You can confirm this by using the "Verify Building Materials Exemption Certificates" tool at our website at **tax.illinois.gov**. Click on the "Business Incentives and Building Materials Exemption Certification" link for access to all tools and information regarding these exemptions, including Informational Bulletin FY 2013-16.