



# Greater Salem Enterprise Zone

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## SALES TAX

Business projects that involve eligible construction activities, and that are located in the Salem Enterprise Zone, may receive a sales tax exemption for construction materials purchased for the project in the Zone. To be considered for the sales tax exemption, please complete and submit this application to the City of Salem.

A. Name of Applicant: \_\_\_\_\_

B. Mailing Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_

City	State	ZIP
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C. Phone (cell, office, home): \_\_\_\_\_

D. Email: \_\_\_\_\_

E. Name of Business (if different from applicant) \_\_\_\_\_

F. Location of project:  
Please be descriptive.  
Information provided may include legal description, parcel number, mailing address, etc. Attach aerial photo if available.

G. Description of project:  
Please describe the business project you plan to undertake in the Zone.  
Describe the construction work you plan to undertake in the Zone. Enclose separate sheet if necessary.

H. How many full-time equivalent (FTE) jobs will your business project create or retain? Full-time is defined as 35 hours per week. Anything less than 35 hours is part-time. One full-time job equals 1 FTE. Two part-time jobs equal 1 FTE.

FTE jobs	Create	Retain	TOTAL
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I. What is the budget for your business project? How much will you have to spend in order to start your business project? If you have no cost in a category below, please report \$0. **Please provide documentation for all expenses (estimates, bids, quotes, etc).**

Rehabilitation/repair			
Site acquisition			
Site work/preparation			
New construction			
Capital equipment			
All other			
<b>TOTAL</b>			

J. What percentage of your total project budget do you think will be eligible for the sales tax exemption? What is eligible\*\*? Estimate high.

% Estimate

- (1) Construction materials used for the rehabilitation, repair, or construction of real estate when such is involved with your business project.
- (2) Capital equipment that becomes permanently affixed to real estate and that would remain with the property if you were to relocate away from your Salem location.

Example:  $\$40,000 / \$100,000 = 40\%$   
Eligible expenses divided by total budget equals percentage estimate.

**\*\*NOTE:** The City of Salem does not and cannot offer tax advice to anyone. Although the City will do its best to explain what it understands the law provides, please consult a tax professional for final determination of sales tax exemption eligibility.

K. Does this project involve **relocation** from other location? Place mark in appropriate box.

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Yes

No

If yes, please provide the address of the location from which your business moving.

Mailing Address:

\_\_\_\_\_ Street Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ ZIP

L. Does your business project need any other types of assistance (i.e. loan support, review of business plan, etc) in addition to your request for Enterprise Zone sales tax exemption? If so, please describe below what that support might be.

M. Applications submitted must be signed by an authorized person making application. By signing and submitting this application, you thereby acknowledge and authorize the following:

- (1) This application and supporting documentation you submit is subject to the Freedom of Information Act (5 ILCS 120). The City of Salem will do its best to protect the information that Applicant deems to be private but may otherwise be required by law to make the same available for public review. Applicant shall point out all information he/she may deem to be private.
- (2) The City of Salem may share your application and supporting documentation that you submit to advisers, consultants, the City Attorney, or individuals selected by the City Manager to serve on a review committee, if necessary, to make a final determination on eligibility and approval of your application.
- (3) All construction materials purchased with the Enterprise Zone sales tax exemption will be installed into the real estate at the location of the business project for which you are applying.**
- (4) Applicants whose applications are approved for an Enterprise Zone incentive will be required to, and be responsible for, making all necessary reports to the State of Illinois regarding incentives received.
- (5) Any party making a sales tax exempt purchase of eligible construction materials must have their own certificate from IDOR. Purchasers without an FEIN must have an Applicant ID, which can be obtained by visiting <http://tax.illinois.gov/Businesses/Incentives/BuildingMaterialsExemptionInformation.htm>.

\_\_\_\_\_  
Name

\_\_\_\_\_  
FEIN # or SSN#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date