

# Illinois – Exempt Entity Request

**SELLER**

CROWN C SUPPLY COMPANY, INC.
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**BUYER**

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**Important** – To satisfy sales tax exemption requirements, please send the following forms back to us:

1. This cover page AND
2. A copy of your letter issued by the Illinois Department of Revenue that states you are sales tax exempt. An example of this form is provided.

<p>If sending more than one document, send separately using the same order as described above.</p> <p>Documents can be returned to us by mail using the address listed above or you may email or fax the forms back to us at:</p> <p>Fax Number is: _____</p> <p>Email Address is: _____</p>
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**NOTES** – The State of Illinois issues an exemption certificate to organizations that qualify for exemption from sales and use tax. This letter or certificate is issued directly by the State and must be provided to sellers to prove exemption.

## Sample Exemption Document

 <p><b>Illinois Department of Revenue</b> Office of Local Government Services Sales Tax Exemption Section, 3-620 101 W. Jefferson Street Springfield, Illinois 62702 217 782-8881</p>	<p>July 13, 2012</p>
<p>_____ _____ _____ Your exempt name here Your exempt address info</p>	
<p>We have received your recent letter; and based on the information you furnished, we believe _____ of _____ is or _____ exclusively for charitable purposes.</p> <p>Consequently, sales of any kind to this organization are exempt from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax in Illinois.</p> <p>We have issued your organization the following tax exemption identification number: E3925-7246-01. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.</p> <p>This exemption will expire on August 1, 2017, unless you apply to the Illinois Department of Revenue for renewal at least three months prior to the expiration date.</p> <p style="text-align: right;">Office of Local Government Services Illinois Department of Revenue</p>	
<p>STS-49 RI-2/388 R-432-3456 11-0000113</p>	