

Required Certification Documentation

Entities that are considered "tax exempt" by the Internal Revenue Service **are required to** submit a letter verifying such tax exempt status from the Internal Revenue Service, Exempt Organizations and Agreements, P.O. Box 2508, Cincinnati, Ohio 45201, **877-829-5500**. See the "Notice to Grantees" below.

Entities that are none of the above, but are Illinois-exempt from paying sales/use tax under Use Tax Act (35 ILCS 105/1 *et seq.*) **are required to** submit a copy of the tax exemption certificate issued by the Illinois Department of Revenue, Central Registration, P.O. Box 19030, Springfield, Illinois 62794-9030, **217-785-3707** (TDD: 800-544-5304).

NOTE: Internal Revenue Service letters must list the exact same entity name (i.e. the ABC Services, Inc). No exceptions, and all such letters must be dated within the past three months. (while up to a year old would actually be OK, the more recent the better)

NOTICE TO GRANTEEES

Effective July, 1, 2006, the Department of Commerce and Economic Opportunity (DCEO) is now required by the State of Illinois Comptroller's Office to verify each Grantee entity's name as it is registered with the Internal Revenue Service (IRS) for the Federal Employer Identification Number (FEIN) provided on page 2 of the survey.

Verification must be provided to DCEO by the Grantee entity via submission of an IRS letter dated within the past three months, appropriate to the entity type as specified below.

Governmental entities, as well as **not-for-profit** entities which are not established with the IRS as tax exempt, may call the IRS Business line, **1-800-829-0115**, to request a "**Letter 147C**", or call **1-877-829-5500** to request a "**Letter 4158c**". A copy of the letter obtained must be attached to a completed and signed W-9 form for submission to DCEO along with the completed survey. The entity name listed on the W-9 form must exactly match the name as shown on the IRS letter.

Not-for-profit entities which are also established with the IRS as **tax exempt** may call the IRS Tax Exempt line, **1-877-829-5500**, to request a "**Letter 4168c**" verifying the entity's current tax exempt status. That letter will also serve to verify the entity's name associated with the FEIN. A copy of that letter must be attached to a completed and signed W-9 form for submission to DCEO. The entity name listed on the W-9 form must exactly match the name as shown on the IRS letter.

All entities must provide a W-9 form as well as the appropriate IRS letter.