

How To Apply For An Applicant ID Number

(Illinois Department of Revenue)

- 1.** Go to tax.illinois.gov
- 2.** Click on the “Business Incentives Reporting & Building Material Exemption Certificate” link located on the left under “Information For”
- 3.** Click “Proceed to the BMEC Application”
You might have to scroll down to see the link.
- 4.** Click “Secure an Applicant ID Here”
- 5.** Read the directions carefully and click “Next”
- 6.** Click “Certificate Application”
- 7.** Click “Register Now!” (Green Box) if you have not registered.
- 8.** Fill out the applicant registration information and click “Next.”
Be sure to select the correct Tax ID Type from the drop down menu side.
- 9.** Once you have filled out the information and email will be sent to you with your identification number in the next 72 hours.
- 10.** This applicant ID number will be used to complete the Enterprise Zone Project Application form at Macomb City Hall, Community Development office (second floor) -OR- Bushnell City Hall, city clerk.

