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Bulletin

David Harris, Director

Additional Relief for Renewals of Illinois Sales Tax Exemption (“E”) Numbers During the COVID-19 Virus Outbreak

This bulletin is written to inform you of recent changes; it does not replace statutes, rules and regulations, or court decisions.

To: All Organizations and Individuals with Illinois Sales Tax Exemption (“E”) Numbers That Expire in 2020

Effective immediately, this bulletin supersedes *Informational Bulletin FY 2020-25, Extension of the Expiration Date of Certain Illinois Sales Tax Exemption (“E”) Numbers Due to COVID-19 Virus Outbreak*.

For information
Visit our website at:
tax.illinois.gov

Email us at:
REV.E99@illinois.gov

To allow time to process renewal applications for [Illinois Sales Tax exemption \(“E”\) numbers](#) during the ongoing COVID-19 virus pandemic, the Board of Appeals at the Illinois Department of Revenue (IDOR) has issued an order extending the E-number expiration date and renewal period deadline for impacted organizations.

Who will receive an E-number extension?

The Board of Appeals has extended expiration dates for certificate holders whose certificates expired during calendar year 2020.

Do I need to request the E-number extension?

No. IDOR is automatically extending the calendar year 2020 E-number expiration dates until December 31, 2020. Certificate holders do not need to take any action to be granted this extension, but for their E-numbers to remain valid after December 31, 2020, they must complete the renewal process by December 31. The Board of Appeals has ordered that, during calendar year 2020, all exemption certificates and the E-numbers expiring during this period shall remain active and in effect, unless otherwise denied by IDOR.

When should I submit my renewal application?

To avoid potential delays in processing your application, IDOR recommends that you apply for your renewal on your regular schedule or as soon after as is practicable.

Will I receive an updated exemption certificate?

IDOR will issue updated exemption certificates when we have completed processing of your renewal application.

How can I verify that an E-number is valid?

You can verify an E-number using MyTax Illinois at mytax.illinois.gov. The application is available by clicking the "Businesses" button on the MyTax Illinois home screen.

What if I have questions?

If you have questions, email us at REV.E99@illinois.gov.