



Non-Profit Orgs.

Non-Profit Organizations



If you are a Non-Profit Organization and you wish to apply for an Exempt (E) number, your organization should send a cover letter using your organization's letter head requesting the exemption, and include a copy of the following:

- The articles of incorporation, if incorporated.
- The organization's constitution, if unincorporated.
- The by-laws.
- The IRS letter, reflecting federal tax-exempt status, if your organization has one. See the [Internal Revenue Service's website](#) for information on becoming a non-profit organization.
- The most recent financial statement. Religious organizations do not need to submit a financial statement with the initial request.
- A brief narrative that explains purposes, functions, and activities of your organization.
- Brochures or other printed material explaining the purposes, functions, and activities of your organization.
- Any other information that describes the purposes, functions, and activities of your organization.

Note: There is no fee for this service and no form is provided by the Illinois

Department of Revenue. A charitable organization isn't necessarily qualified because it has a charter from the Secretary of State's office designating it as a not-for-profit corporation, or an exemption from federal taxes under Section 501(c)(3) of the Internal Revenue Code. Although the information is relevant, it doesn't prove the charitable nature of the organization.

[Click here for information on how to renew your Sales Tax Exemption Status.](#)

Please refer to the Illinois Administrative Code; [Section 130.2007](#).

The information outlined above should be sent to the following address:

ILLINOIS DEPARTMENT OF REVENUE
SALES TAX EXEMPTION SECTION 3-520
101 W JEFFERSON ST
SPRINGFIELD, IL 62702-5145

For more information please refer to [PIO-37](#), Sales & Property Tax Exemptions, or refer to our ["Publication 104"](#) for a list of common sales tax exemptions. This publication identifies several of the most common sales tax exemptions, explains how retailers and service persons must document sales of tax-exempt items, and provides references to the Illinois Administrative Code for each exemption. For a complete listing refer to the Illinois Administrative Code; [Section 130.120](#).

Find answers to your frequently asked tax questions and more with our [Taxpayer Answer Center](#). If you are unable to find your answer after searching the Taxpayer Answer Center, you will be able to **email** us through this system by clicking the "Send an Email" Tab at the top of the screen or phone us at 217 782-8881.