



# *i*nformational

## *Bulletin*

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

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For information  
Visit our website at:  
[tax.illinois.gov](http://tax.illinois.gov)

Email us at:  
[REV-E99@illinois.gov](mailto:REV-E99@illinois.gov)

## Extension of the Expiration Date of Certain Illinois Sales Tax Exemption (“E”) Numbers Due to COVID-19 Virus Outbreak

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### To: All Organizations and Individuals with Illinois Sales Tax Exemption (“E”) Numbers That Are Currently Pending Renewal

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Due to staffing issues related to the ongoing COVID-19 virus pandemic, the Illinois Department of Revenue (IDOR) is unable to process most renewal applications for [Illinois Sales Tax exemption \(“E”\) numbers](#) at this time. To allow time to process outstanding renewal applications, the Board of Appeals at IDOR has issued an order extending the E-number expiration date by 90 days for impacted organizations and individuals.

#### Who will receive the 90-day extension?

The Board of Appeals has extended expiration dates for certificate holders whose certificates expired within 60 days prior to the date of the Governor’s “Stay At Home” Order issued March 21, 2020, and for those whose certificates expired or will expire within 60 days following the date of the Governor’s “Stay At Home” Order.

#### Do I need to request the 90-day extension?

No. IDOR is automatically extending the E-number expiration dates. Certificate holders do not need to take any action to be granted an extension.

#### Will I receive an updated exemption certificate?

Yes. As with all E-number renewals, IDOR will issue updated exemption certificates, but we will not issue you an updated exemption certificate until 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](http://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](mailto:REV-E99@illinois.gov).