



# CRT-61 Certificate of Resale

## Step 1: Identify the seller

1 Name \_\_\_\_\_

2 Business address \_\_\_\_\_

\_\_\_\_\_  
City State Zip

## Step 2: Identify the purchaser

3 Name \_\_\_\_\_

4 Business address \_\_\_\_\_

\_\_\_\_\_  
City State Zip

5 Complete the information below. Check only one box.

The purchaser is registered as a retailer with the Illinois Department of Revenue. \_\_\_\_\_ - \_\_\_\_\_.  
Account ID number

The purchaser is registered as a reseller with the Illinois Department of Revenue. \_\_\_\_\_ - \_\_\_\_\_.  
Resale number

The purchaser is authorized to do business out-of-state and will resell and deliver property only to purchasers located outside the state of Illinois. See Line 5 instructions.

## Step 3: Describe the property

6 Describe the property that is being purchased for resale or list the invoice number and the date of purchase.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Step 4: Complete for blanket certificates

7 Complete the information below. Check only one box.

I am the identified purchaser, and I certify that all of the purchases that I make from this seller are for resale.

I am the identified purchaser, and I certify that the following percentage, \_\_\_\_\_ %, of all of the purchases that I make from this seller are for resale.

## Step 5: Purchaser's signature

I certify that I am purchasing the property described in Step 3 from the stated seller for the purpose of resale.

\_\_\_\_\_  
Purchaser's signature Date

**Note:** It is the seller's responsibility to verify that the purchaser's Illinois account ID or Illinois resale number is valid and active. You can confirm this by visiting our web site at [tax.illinois.gov](http://tax.illinois.gov) and using the Verify a Registered Business tool.

## General information

### When is a Certificate of Resale required?

Generally, a Certificate of Resale is required for proof that no tax is due on any sale that is made tax-free as a sale for resale. The purchaser, at the seller's request, must provide the information that is needed to complete this certificate.

### Who keeps the Certificate of Resale?

The seller must keep the certificate. We may request it as proof that no tax was due on the sale of the specified property.

**Do not** mail the certificate to us.

### Can other forms be used?

Yes. You can use other forms or statements in place of this certificate but whatever you use as proof that a sale was made for resale must contain

- the seller's name and address;
- the purchaser's name and address;
- a description of the property being purchased;
- a statement that the property is being purchased for resale;
- the purchaser's signature and date of signing; and
- either an Illinois account ID number, an Illinois resale number, or a certification of resale to an out-of-state purchaser.

**Note:** A purchase order signed by the purchaser may be used as a Certificate of Resale if it contains all of the above required information.

## When is a blanket certificate of resale used?

The purchaser may provide a blanket certificate of resale to any seller from whom all purchases made are sales for resale. A blanket certificate can also specify that a percentage of the purchases made from the identified seller will be for resale. In either instance, blanket certificates should be kept up-to-date. If a specified percentage changes, a new certificate should be provided. Otherwise, all certificates should be updated at least every three years.

## Specific instructions

### Step 1: Identify the seller

**Lines 1 and 2** Write the seller's name and mailing address.

### Step 2: Identify the purchaser

**Lines 3 and 4** Write the purchaser's name and mailing address.

**Line 5** Check the statement that applies to the purchaser's business, and provide any additional requested information.

**Note:** A statement by the purchaser that property will be sold for resale will not be accepted by the department without supporting evidence (e.g., proof of out-of-state registration).

### Step 3: Describe the property

**Line 6** On the lines provided, briefly describe the tangible personal property that was purchased for resale or list the invoice number and date of purchase.

### Step 4: Complete for blanket certificates

**Line 7** The purchaser must check the statement that applies, and provide any additional requested information.

### Step 5: Purchaser's signature

The purchaser must sign and date the form.

Following is an affidavit for customers who drop-ship into Illinois, but who are not required to be registered in the State of Illinois for sales tax. This affidavit will allow customers to provide other evidence that they are exempt in IL based on registration as a reseller in their home state. The last paragraph should be completed with the customer's home state and their home state's sales tax registration number. A copy of the customer's Uniform Sales & Use Tax Certificate – Multijurisdiction (and appropriate state form when necessary) must also be on file with NewWave Technologies.

Dear Sir or Madam:

In lieu of a completed form CRT-61 Certificate of Resale as issued by the Illinois Department of Revenue,

\_\_\_\_\_  
list purchasing company name

located at \_\_\_\_\_  
list complete address

hereinafter referred to as "Out of State Retailer", hereby represents the following in order to document that NewWave Technologies' sales to "Out of State Retailer", are sales for resale and therefore not subject to Illinois sales tax:

"Out of State Retailer" does not have sufficient nexus with the State of Illinois that would require us to be registered for Illinois sales/use tax purposes. We are not operating as a dealer in Illinois. We do not have a physical location within Illinois nor do we hold tangible personal property for lease or rental within Illinois. We do not have any employees or agents operating on our behalf within Illinois. We do not deliver property into Illinois in a company owned vehicle or other manner except via common carrier.

All sales by NewWave Technologies to "Out of State Retailer" are for purposes of resale only. NewWave Technologies will be drop shipping to "Out of State Retailer" 's customers within Illinois. This affidavit should meet the requirements for "other evidence" under Illinois Admin. Code section 130.225. "Out of State Retailer" is registered for sales taxes in the State of \_\_\_\_\_ and holds a valid registration #

\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date