

Use your 'mouse' or the 'Tab key' to move through the fields and 'Mouse' or 'Space bar' to enable the checkboxes.



Illinois Department of Revenue

## CRT-61 Certificate of Resale

### Step 1: Identify the seller

1 Name Buhl Imports, Inc  
2 Business address 3210 E Center St  
Coneaut OH 44030  
City State Zip

### Step 2: Identify the purchaser

3 Name Refreshed Furnishings  
4 Business address 175 Northwest Highway  
Cary IL 60013  
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. 4227-2841  
Account ID number
- ☒ The purchaser is registered as a reseller with the Illinois Department of Revenue. 4227-2841  
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.

Home Decor - Gifts

### 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.

Susan McCabe 9/11/2023  
Purchaser's signature Date

Reset

Print

**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 for resale;
- the purchaser's signature.

### 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



OFFICIAL DOCUMENT

State of Illinois - Department of Revenue  
**Illinois Business Authorization**

OFFICIAL DOCUMENT



**SUSAN MCCABE**

**DBA: REFRESHED FURNISHINGS**

**175 NORTHWEST HWY STE 6  
CARY IL 60013-2996**

**Loc. Code: 058-0005-7-001**

**Cary  
McHenry County**

Expiration Date:  
**9/12/2024**

**Certificate of Registration**

**Sales and use taxes and fees**

**(4227-2841)**



**ILLINOIS REVENUE**

*H. McCab*  
Director

OFFICIAL DOCUMENT

Issued Date: **07/14/2023**