Illinois Department of Revenue

CRT-61 Certificate of Resale

Step 1: Identify the seller
1 Name  Monoprice
2 Business address  1 Pointe Drive, 4th Floor
   Brea CA 92821
   City State Zip

Step 2: Identify the purchaser
3 Name  Company Name
4 Business address  1234 Streen Name
   City IL 12345
   City State Zip

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.

Input a general description related to items we sell

Example: Electronic Accessories / Cables / etc.

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.

First Last

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.