

## Step by Step Instructions for License Renewal:

- Log in to the My Alabama Taxes website
- Click on one of the tax types that requires a license renewal
  - Sales Tax
  - Rental Tax
  - Sellers Use Tax
  - Lodgings Tax
  - Utility Gross Receipts Tax
  - Simplified Sellers Use Tax
- Under the “I Want To” tab click on the option “Renew License” to start the renewal process.
- The first screen will give basic instruction information:
- The second screen will pull up the current legal name and EIN or SSN. It asks if this business is continuing to operate as licensed, as the same legal entity with the same owner(s). Click on “Yes” or “No”.
  - If “No” is selected:
    - The following message is displayed: “Note: Submitting this will cease your existing tax license(s). You must re-register with ADOR under your new legal entity to remain compliant with your tax obligations.”
    - Enter his/her telephone number and click on “Next.”
    - Enter the responsible parties of the business entity that holds the current tax account license. In other words, which owners or officers may be personally held responsible for failing to remit taxes the business is required to collect?”
    - Enter the name and title of the person submitting the request.
    - Click the Submit button, enter your MAT password.
    - A confirmation screen is displayed that has a confirmation number; this page may be printed for your records.
  - If “Yes” is selected:
    - Enter his/her telephone number and click on “Next.”
    - The next screen displays a list of the current owner/officers/members on record with the Department. It also has the ID type (EIN or SSN), the ID, legal name, the last name, first name, middle name, telephone number, and the start date.
    - There is a column to put in a cease date if the person is no longer an officer or member
    - The address is required to be enter for each owner/officer/member
    - After entering the address information, select the “Click Here to Verify” and click the valid address.

- If there are new officers or members, use the next empty line to record all of their information in each block, with the exception of the Cease date. Also, remember to provide the properly executed documents to update the **Alabama Secretary of State** with this new information: <https://www.sos.alabama.gov/business-entities>.
- Once all the officer/owner information is entered, click on “Next.”
- This screen contains the current information on file with the Department:
  - DBA if applicable
  - Phone number
  - Start date
  - Cease date
  - Address
  - Which accounts the address applies to
- Update any empty fields on the current information shown, to properly identify that record, and click the “Reviewed” checkbox at the end of that line.
- Enter a Cease date if the shown address is no longer valid and click the “Reviewed” checkbox at the end of that line.
- Use the next empty row to add any new or additional location addresses.
  - If an address only applies to a particular tax type, change the default “All Accounts” to select the appropriate tax type from the drop-down box under the column “Applies to”. (If an address only applies to a lodgings tax account, then it will appear only on that license.) Phone number
  - The taxpayer only needs to complete the renewal process one time. This will generate the licenses for all tax types, so the taxpayer does not have to complete the process multiple times. It is important to make sure the address screen is complete for all tax types before proceeding.
- Once all the address information is reviewed/added, click on “Next”.
- The next screen asks, “Who are the responsible parties for this business? In other words, which owners or officers may be personally held responsible for failing to remit taxes the business is required to collect?”
- Enter the name and title of the person submitting the renewal request.
- Click the Submit button, enter your MAT password.
- A confirmation screen is displayed that has a confirmation number; this page may be printed for your records.

### **Printing your new license:**

- If the renewal process is completed before 4:00 p.m. CST on a business day, the new license will be available the next business day.
- If the renewal process is completed after 4:00 p.m. CST, or on a weekend or holiday, the new license will be available on the second business day.
- To print your new license:
  - Login to MAT
  - Click on the appropriate tax type.

- Under the “I Want To” menu, click the “Print license for next year” link. The license can be printed or downloaded.
- The option to print the license for the current year is available by clicking the “Print license” link.

To re-register with ADOR under a new legal entity, to remain compliant with your tax obligations:

- Go to: <https://myalabamataxes.alabama.gov> and do the following:
- Under the “Quick links for businesses” section,
- Click “Obtain a New Tax Account Number” link
- Step through the registration process to obtain a confirmation number.
- In 7-10 business days, you will receive one or more letters in the mail from the Department of Revenue regarding your new registration.