Available in My Alabama Taxes (MAT) on November 1st.

• Renew:
  • Sales Tax
  • Rental Tax
  • Sellers Use Tax
  • Lodgings Tax
  • Utility Gross Receipts Tax
  • Simplified Sellers Use Tax
Once logged into MAT, you will see the banner telling you to renew your license.

- Click “Tasks”
- Click “Renew Tax Account License”
The first screen provides brief instructions, and you will need to click on “Next”.

Registration Renewal
JANE DOE
***-**-8901

Registration Renewal

Instructions

Please provide your current contact information, business officers, and business locations. Your new license will reflect the updated information once it has been reviewed.

Cancel

Previous Next

Copyright © ADOR, all rights reserved. Please read our terms of use.
Information to be reviewed and/or updated:

• Current Legal Name – must be reviewed
• Owner/Officer/Member Information – must be reviewed and/or updated
• Phone number(s) – must be reviewed and/or updated
• Social security numbers/FEIN’s – must be reviewed
• Location address(es) including d/b/a’s for each location – must be reviewed and/or updated
  • Main address must be reviewed
  • Location address(es) must be reviewed and/or updated
The second screen begins the renewal review/update:
If the legal entity has changed you will select “No” and the existing tax license will be ceased. You will have to enter your phone number and click on “next” to go to the next step.
Some examples of the different entity types with a change would be:

- Sole proprietor to LLC or Corporation
- LLC to Corporation
- Corporation to LLC
- Partnership to LLC or Corporation
- Death of a spouse/parent that originally registered business under their SSN. (The spouse or child of the deceased may consider the business to still be operating as it did before the original owner's death; however, the entity is now a different and separate legal entity. The new owner(s) needs to apply under their SSN or EIN.)
You will have to enter the responsible party and the name of the person submitting the verification and click on “submit” to finish.
If you clicked on “Yes” on the second screen, you come to the third screen which requires the owner/officer information to be entered.
When you click on the required box for the address, you get a pop-up window to verify the address. Once entered, you click “Click here to Verify”.
This shows the address has been verified and then you click on “Save” to proceed.
Once the owner/officer information has been entered/updated, click on “Next” to continue the renewal.
The next step is to review the business location(s) and click “Reviewed” or click the address link to update:
When you click on “All accounts”, you get a pop-up window offering the different tax types available for renewal.
After all addresses are added/verified, you will need to check the “Reviewed” box for the main “All Accounts” address, then click on “Next” to proceed.
The final step requests information for the responsible party and name of person submitting the request:
Submit the request with the entry of the logon password:
A confirmation page is then received:

```
Feedback (optional)
How easy was this process? Click "Send" to give us your feedback (this will not navigate you away from this page).

Stars: ★ ★ ★ ★ ★
Comments

Send

Confirmation
Your renewal request has been submitted and your request number is 1-921-861-664.
Once your request processes you will be able to print your 2022 tax license under the "I want to" menu on your account.
If you have any questions or concerns please contact us at the Alabama Department of Revenue website. For a listing of contact numbers for each specific department please click here.

Done  Print Confirmation
```
If changes are made to the officers, addresses, D/B/A’s phone numbers etc., the renewal will have to run in the Overnight Processing Cycle before the changes will take effect.

If the renewal is submitted before 4pm CST on a business day, the license can be printed the next day. If it is submitted after 4pm CST, it will be the second business day before the License is ready to be printed.
After submission of the renewal request, the “Renew Tax Account License” link is no longer available.
Sales Tax License

2022
SALES TAX LICENSE
State of Alabama
Alabama Department of Revenue

ISSUED TO:
JANE DOE

<table>
<thead>
<tr>
<th>ACCOUNT TYPE</th>
<th>ACCOUNT NUMBER</th>
<th>EFFECTIVE DATE</th>
<th>EXPIRATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS</td>
<td>XXXXXXXX</td>
<td>01/1/2022</td>
<td>12/31/2022</td>
</tr>
</tbody>
</table>

TO ENGAGE IN BUSINESS FOR WHICH TAX IS IMPOSED BY SECTIONS 40-23-1/39 CODE OF ALABAMA 1975, AS AMENDED. SALES TAX LAW

NON-TRANSFERABLE
THIS ACCOUNT ISSUED TO PERSON OR BUSINESS WHOSE NAME APPEARS ABOVE IS NOT TRANSFERABLE. THE LICENSEE MAY PURCHASE ITEMS TAX EXEMPT FOR THE PURPOSE OF RESALE AT RETAIL IN THE REGULAR COURSE OF BUSINESS.

STATE OF ALABAMA
DEPARTMENT OF REVENUE

THIS LICENSE APPLIES TO THE FOLLOWING LOCATION(S):
50 N RIPLEY ST MONTGOMERY AL 36130-1001

Derek Coleman
Deputy Commissioner
Lodgings Tax License

2022
SALES TAX LICENSE
State of Alabama
Alabama Department of Revenue

ISSUED TO:
JANE DOE

ACCOUNT TYPE    ACCOUNT NUMBER  EFFECTIVE DATE  EXPIRATION DATE
LOG             [REDACTED]        01/1/2022       12/31/2022

TO ENGAGE IN BUSINESS FOR WHICH TAX IS IMPOSED BY SECTIONS 40-26-1/21 CODE OF ALABAMA 1975, AS AMENDED. LODGING TAX LAW

NON-TRANSFERABLE

THIS ACCOUNT ISSUED TO PERSON OR BUSINESS WHOSE NAME APPEARS ABOVE IS NOT TRANSFERABLE.

State of Alabama
DEPARTMENT OF REVENUE

Deputy Commissioner

THIS LICENSE APPLIES TO THE FOLLOWING LOCATION(S):

50 N RIPLEY ST MONTGOMERY AL 36130-1001
Rental Tax License

2022
SALES TAX LICENSE
State of Alabama
Alabama Department of Revenue

ISSUED TO:
JANE DOE

ACCOUNT TYPE | ACCOUNT NUMBER | EFFECTIVE DATE | EXPIRATION DATE
RNT           |               | 01/1/2022      | 12/31/2022

TO ENGAGE IN BUSINESS FOR WHICH TAX IS IMPOSED BY SECTIONS 40-12-220/227 CODE OF ALABAMA 1975, AS AMENDED. RENTAL TAX LAW

NON-TRANSFERABLE
THIS ACCOUNT ISSUED TO PERSON OR BUSINESS Whose NAME APPEARS ABOVE IS NOT TRANSFERABLE. THE LICENSEE MAY PURCHASE ITEMS TAX EXEMPT FOR THE PURPOSE OF LEASING/RENTING TO ANOTHER THE SAME PROPERTY UNDER A LEASING OR RENTAL TRANSACTION IN THE REGULAR COURSE OF BUSINESS.

DEPARTMENT OF REVENUE

This license applies to the following location(s):
50 N RIPLEY ST MONTGOMERY AL 36130-1001
Simplified Seller’s Use Tax License