

Available November 1, 2020



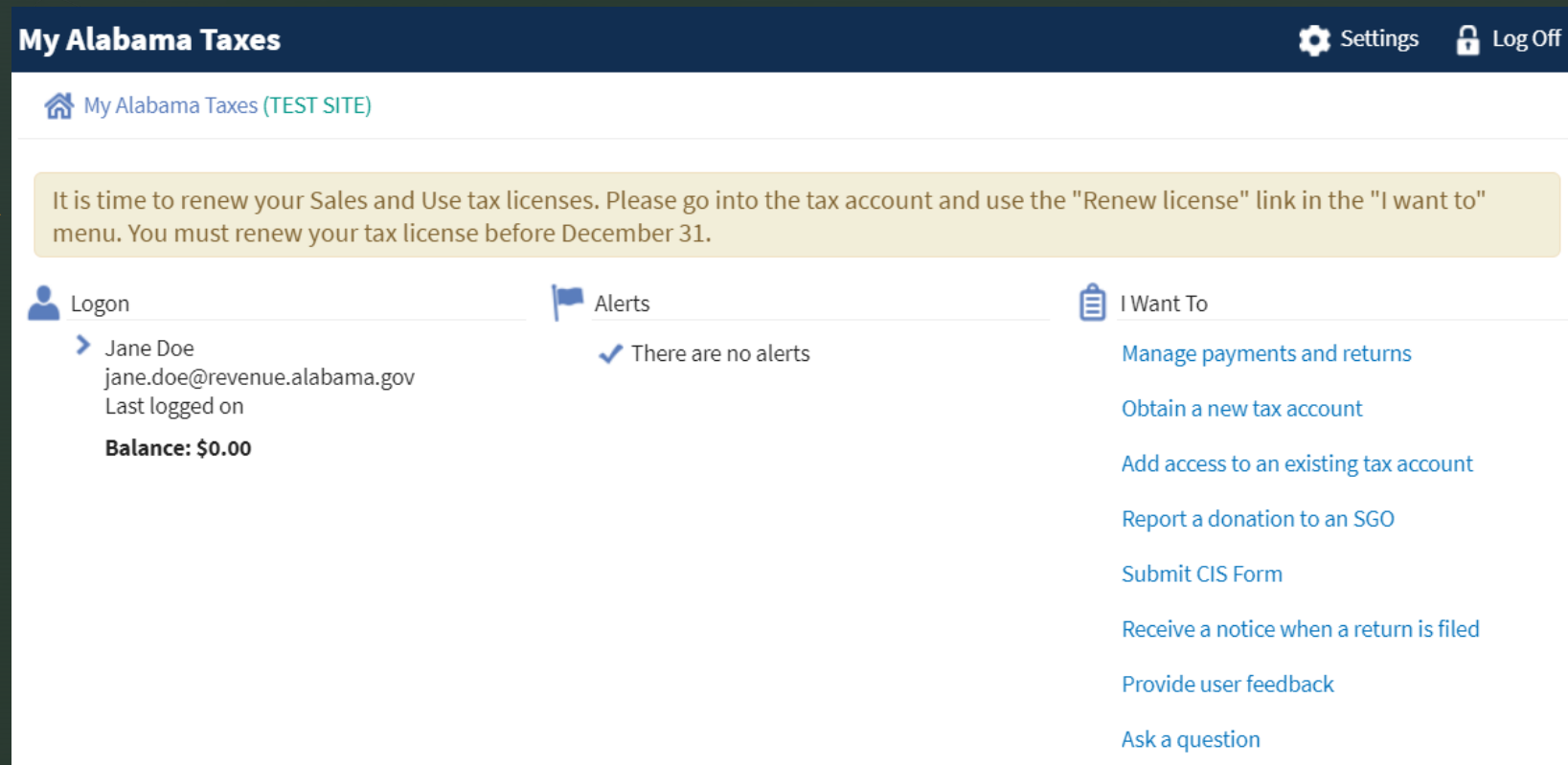
# Alabama Tax License Renewal

## Available in My Alabama Taxes (MAT) on November 1, 2020

- Renew:

- Sales Tax
- Rental Tax
- Sellers Use Tax
- Lodgings Tax
- Utility Gross Receipts Tax
- Simplified Sellers Use Tax

Once logged into MAT, the user will see the banner telling them to renew their license.



The screenshot displays the 'My Alabama Taxes' web application interface. At the top, there is a dark blue header with the title 'My Alabama Taxes' on the left and 'Settings' and 'Log Off' links on the right. Below the header, a breadcrumb trail shows 'My Alabama Taxes (TEST SITE)'. A prominent yellow banner contains the message: 'It is time to renew your Sales and Use tax licenses. Please go into the tax account and use the "Renew license" link in the "I want to" menu. You must renew your tax license before December 31.' Below the banner, the interface is divided into three main sections: 'Logon', 'Alerts', and 'I Want To'. The 'Logon' section shows the user's name 'Jane Doe', email 'jane.doe@revenue.alabama.gov', and a balance of '\$0.00'. The 'Alerts' section indicates 'There are no alerts'. The 'I Want To' section lists several actions: 'Manage payments and returns', 'Obtain a new tax account', 'Add access to an existing tax account', 'Report a donation to an SGO', 'Submit CIS Form', 'Receive a notice when a return is filed', 'Provide user feedback', and 'Ask a question'. An orange arrow points to the yellow banner from the left.

**My Alabama Taxes** Settings Log Off

My Alabama Taxes (TEST SITE)

It is time to renew your Sales and Use tax licenses. Please go into the tax account and use the "Renew license" link in the "I want to" menu. You must renew your tax license before December 31.

**Logon**

Jane Doe  
jane.doe@revenue.alabama.gov  
Last logged on  
**Balance: \$0.00**

**Alerts**

There are no alerts

**I Want To**







- Manage payments and returns
- Obtain a new tax account
- Add access to an existing tax account
- Report a donation to an SGO
- Submit CIS Form
- Receive a notice when a return is filed
- Provide user feedback
- Ask a question

Then the user will need to click on the tax account type to be renewed.

Accounts Submissions Correspondence Names and Addresses Logons Business Credits

Accounts [View Accounts](#)

Filter

 Consumers Use Tax	Monthly		HARRY POTTER	\$0.00
Individual Income Tax	Annual		HARRY POTTER	\$0.00
Local Tax	Monthly		HARRY POTTER	\$0.00
Local Tax	Monthly		HARRY POTTER	\$0.00
 Lodging Tax	Monthly		HARRY POTTER	\$0.00
Prepaid Wireless Servi...	Monthly		HARRY POTTER	\$0.00
 Rental Tax	Monthly		HARRY POTTER	\$0.00
 Rental Tax	Monthly		HARRY POTTER	\$0.00
 Sales Tax	Monthly		HARRY POTTER	\$0.00
Scrap Tire Environme...	Monthly		HARRY POTTER	\$0.00
Sellers Use Tax	Monthly		HARRY POTTER	\$0.00
 Simp Sellers Use	Monthly		HARRY POTTER	\$0.00
Withholding Tax			HARRY POTTER	\$0.00

The balances shown reflect only the accounts and filing periods shown in MAT and may not reflect your overall balance with the Alabama Department of Revenue.

On the account level, click the “Renew license” link in the “I Want To” section:

**My Alabama Taxes** Settings Log Off

My Alabama Taxes > Sales Tax (TEST SITE)

It is time to renew your tax license. Please use the "Renew license" link in the "I want to" menu. You must renew your tax license before December 31.

**Account**

HARRY POTTER  
\*\*\*-\*\*-3333

Sales Tax  
SLS: [REDACTED]

**Balance: \$0.00**

**Account Alerts**

- File return for 31-Oct-2020
- File return for 30-Sep-2020
- File return for 31-Aug-2020
- File return for 31-Jul-2020
- There are 42 more alerts

**I Want To** More...

- Manage payments and returns
- Make a billing payment
- Verify account numbers
- Renew license**
- Print license
- Submit investment allocation schedule
- Provide user feedback
- Ask a question

Recent Periods   Submissions   Correspondence   Names and Addresses   Logons   Business Credits

**Recent Periods** View Periods

31-Oct-2020	\$0.00	File Return
30-Sep-2020	\$0.00	File Return
31-Aug-2020	\$0.00	File Return
31-Jul-2020	\$0.00	File Return

# Step 1 provides brief instructions:

The screenshot shows a web application interface for 'My Alabama Taxes'. The top navigation bar is dark blue with the title 'My Alabama Taxes' on the left and 'Settings' and 'Log Off' on the right. Below the navigation bar is a breadcrumb trail: 'My Alabama Taxes > Sales Tax > Registration Renewal (TEST SITE)'. A dark blue arrow-shaped button labeled '1. Instructions' is positioned on the left side of the main content area. The main content area contains the text: 'Please provide your current contact information, business officers, and business locations. Your new license will reflect the updated information once it has been reviewed.' At the bottom of the page, there are two buttons: 'Cancel' on the left and 'Next >' on the right.

**My Alabama Taxes** Settings Log Off

My Alabama Taxes > Sales Tax > Registration Renewal (TEST SITE)

1. 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 Next >

## 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

# Step 2 begins the renewal review/update:

**My Alabama Taxes** Settings Log Off

[My Alabama Taxes](#) > [Sales Tax](#) > [Registration Renewal \(TEST SITE\)](#)

1. Instructions > **2. Renew license**

FEIN

SSN

Legal name of business

Is this business still operating as licensed, as the same legal entity and with the same owner(s)?

**Yes**  No

Contact phone number

**Required**  
Format: (999) 999-9999



- If legal entity has changed, the existing tax license will be ceased. They will have to enter the phone number and click on “next”.

**My Alabama Taxes** Settings Log Off

[My Alabama Taxes](#) > [Sales Tax](#) > [Registration Renewal \(TEST SITE\)](#)

1. Instructions → 2. Renew license

FEIN

SSN

Legal name of business

Is this business still operating as licensed, as the same legal entity and with the same owner(s)?

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.

Contact phone number

**Required**  
Format: (999) 999-9999

- Some examples of the different entity types with a change would be a Sole proprietor to LLC or Corporation etc. Another example would be the death of a spouse/parent etc. that a business was originally registered under their SSN. The spouse or child of the deceased still considers the business hasn't changed because they have continued to run it as they did before. This is a separate legal entity and they need to apply under their SSN.

They will have to enter the responsible party and the name of the person submitting the verification and click on “submit” to finish.

**My Alabama Taxes** Settings Log Off

[My Alabama Taxes](#) > [Sales Tax](#) > [Registration Renewal \(TEST SITE\)](#)


1. Instructions > 2. Renew license > 3. Verify

Who are the responsible parties for this business? In other words, which owners or officers may be held personally liable for failing to remit taxes the business is required to collect?

*Required*

Name and title of person submitting renewal request

*Required*



If they click on “Yes” on Step 2, they come to Step 3 which requires the owner/officer information to be entered.

**My Alabama Taxes** Settings Log Off

[My Alabama Taxes](#) > [Sales Tax](#) > [Registration Renewal \(TEST SITE\)](#)

1. Instructions > 2. Renew license > 3. Officers

Business owners and officers (required) Filter

Show Errors 1 - 1 of 1

	Title	ID type	ID	Legal name	Last name	First name	Middle name	Phone	Start	Cease (optional)	Address
	Owner	SSN	*****4444		POTTER	HARYY		(334) 242-1490	01-Jan-2020		Required
											Required

Cancel < Previous Next >

When they click on the required box for the address, they get a pop-up window to verify the address. Once entered, they click “Click here to Verify”.

**My Alabama Taxes** Settings Log Off

**Address Search**

Country USA Multi-Line [Click Here to Verify](#)

Address line 1 50 N RIPLEY ST

Address line 2

Unit Type Unit # City MONTGOMERY

State ALABAMA ZIP Required County

Attention

Required  
Format: 99999-99??

Save Cancel

This shows the address has been verified and then they click on “Save” to proceed.

**My Alabama Taxes** Settings Log Off

**Address Search** ⓘ 🗑️ ✕

Country  Multi-Line ✔️ Verified

Address line 1

Address line 2

Unit Type  Unit #  City

State  ZIP  County

Attention

Save Cancel

Previous Next

Step 4, review the business location(s) and click “Reviewed” or click the address link to update:

**My Alabama Taxes** Settings Log Off

[My Alabama Taxes](#) > [Sales Tax](#) > [Registration Renewal \(TEST SITE\)](#)

1. Instructions > 2. Renew license > 3. Officers > **4. Addresses**

Business locations (required) Filter

Show Errors 1 - 2 of 2

DBA (optional)	Phone (optional)	Start	Cease (optional)	Address	Applies to	Reviewed
		13-Sep-2017		<a href="#">50 N RIPLEY ST MONTGOMERY AL 36130-1001</a>	All Accounts	<input type="checkbox"/>
Wizard Place		01-Jun-2020		<a href="#">5350 ATLANTA HWY MONTGOMERY AL 36109-3324</a>	All Accounts <span>i</span>	<input checked="" type="checkbox"/>
						<input type="checkbox"/>

2 Rows

Cancel < Previous Next >

When you click on “All accounts”, you get a pop-up window offering the different tax types available for renewal.

1. Instructions 2. Renew license 3. Officers 4. Addresses

**Applies to** [X]

Filter

- All Accounts
- Lodging only
- Rental only
- Sales only
- Sellers Use only
- Simplified Sellers Use only

	Applies to	Reviewed
LEY ST MONTGOMERY AL 36130-1001	All Accounts	<input type="checkbox"/>
LANTA HWY MONTGOMERY AL 36109-3324	All Accounts	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

< Previous Next >



After all addresses are added/verified, the taxpayer will need to check the “Reviewed” box for the main address and click on “Next” to proceed.

**My Alabama Taxes** Settings Log Off

[My Alabama Taxes](#) > [Sales Tax](#) > [Registration Renewal \(TEST SITE\)](#)

1. Instructions > 2. Renew license > 3. Officers > **4. Addresses**

Business locations (required) Filter

DBA (optional)	Phone (optional)	Start	Cease (optional)	Address	Applies to	Reviewed
		13-Sep-2017		<a href="#">50 N RIPLEY ST MONTGOMERY AL 36130-1001</a>	All Accounts	<input checked="" type="checkbox"/>
Wizard Place		01-Jun-2020		<a href="#">5350 ATLANTA HWY MONTGOMERY AL 36109-3324</a>	Lodging only	<input checked="" type="checkbox"/>
Super Wand Store		01-Jan-2020		<a href="#">123 OAK ST MONTGOMERY AL 36113-6326</a>	Sales only	<input checked="" type="checkbox"/>
Book of Spells		01-Jun-2020		<a href="#">5350 VAUGHN RD MONTGOMERY AL 36116-1153</a>	Rental only	<input checked="" type="checkbox"/>
All Things Wizard		13-Sep-2017		<a href="#">505 PEACHTREE ST NE ATLANTA GA 30308-3108</a>	Simplified Sellers Use only	<input checked="" type="checkbox"/>
						<input type="checkbox"/>

5 Rows

Cancel < Previous Next >

# Step 5 requests responsible party information and name of person submitting the request:

**My Alabama Taxes** Settings Log Off

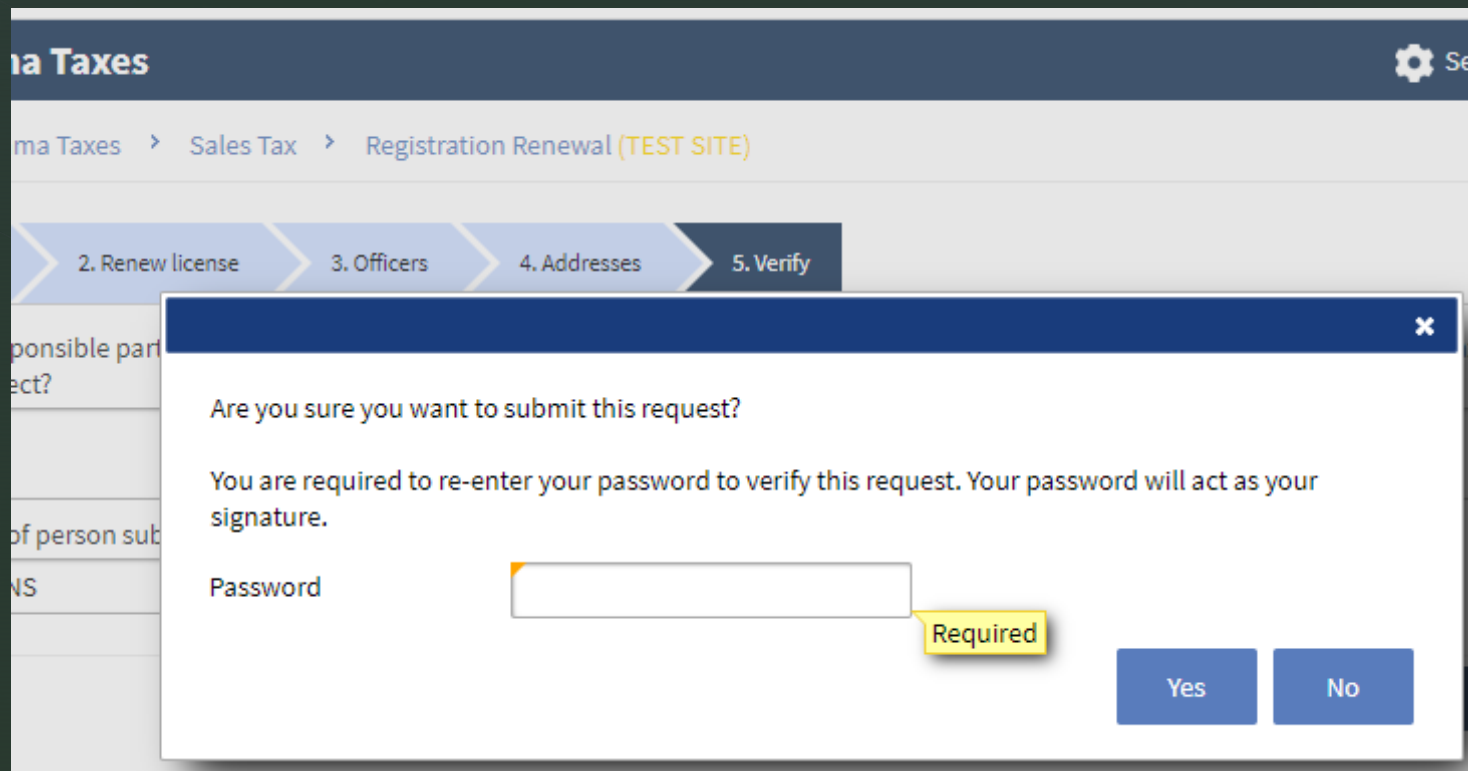
[My Alabama Taxes](#) > [Sales Tax](#) > [Registration Renewal \(TEST SITE\)](#)

1. Instructions > 2. Renew license > 3. Officers > 4. Addresses > **5. Verify**

Who are the responsible parties for this business? In other words, which owners or officers may be held personally liable for failing to remit taxes the business is required to collect?

Name and title of person submitting renewal request

Submit the request with the entry of the logon password:



The screenshot shows a web application interface for "ma Taxes" with a breadcrumb trail: "ma Taxes > Sales Tax > Registration Renewal (TEST SITE)". A progress bar indicates the current step is "5. Verify", with previous steps being "2. Renew license", "3. Officers", and "4. Addresses". A modal dialog box is open, asking for confirmation to submit the request. The dialog contains the following text:

Are you sure you want to submit this request?

You are required to re-enter your password to verify this request. Your password will act as your signature.

Below this text is a "Password" label followed by an empty text input field. A yellow tooltip with the word "Required" is positioned over the input field. At the bottom right of the dialog are two blue buttons labeled "Yes" and "No".

# Confirmation received:

## My Alabama Taxes

[My Alabama Taxes](#) > [Sales Tax](#) > [Registration Renewal](#) > [Confirmation \(TEST SITE\)](#)

### Confirmation

### Thank you!

Your request has been submitted and your request number is 0-243-687-872.  
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](#).

[OK](#) [Print Confirmation](#)

- ▶ If it is before 4pm CST, the license can be printed the next day. If it is after 4pm CST, a weekend or holiday, it will be the second business day before the License is ready to be printed.

After submission of the renewal request, the “Renew license” link is no longer available on the account level:

The screenshot displays the 'My Alabama Taxes' user interface. At the top, there is a navigation bar with 'My Alabama Taxes' on the left and 'Settings' and 'Log Off' on the right. Below this is a breadcrumb trail: 'My Alabama Taxes > Sales Tax (TEST SITE)'. The main content area is divided into three columns:


- Account:** Shows the user name 'HARRY POTTER' with a masked ID '\*\*\*-\*\*-3333'. Under 'Sales Tax', it displays 'SLS: [REDACTED]' and a 'Balance: \$0.00'.
- Account Alerts:** Lists several alerts with orange warning icons: 'File return for 31-Oct-2020', 'File return for 30-Sep-2020', 'File return for 31-Aug-2020', 'File return for 31-Jul-2020', and 'There are 42 more alerts'.
- I Want To:** A list of actions including 'Manage payments and returns', 'Make a billing payment', 'Verify account numbers', 'Print license', 'Print license for next year', 'Submit investment allocation schedule', 'Provide user feedback', and 'Ask a question'. A 'More...' button is located at the top right of this section.

A large black arrow points from the 'Print license' link in the 'I Want To' section towards the 'Print license for next year' link. At the bottom of the page, there is a dark blue navigation bar with links for 'Recent Periods', 'Submissions', 'Correspondence', 'Names and Addresses', 'Logons', and 'Business Credits'. Below this bar, there is a 'Recent Periods' section with a calendar icon and a 'View Periods' button.

The “Print license” link provides the current license and the new license once it has processed.

# Sales Tax License

**2021**  
**SALES TAX LICENSE**  
**State of Alabama**  
Alabama Department of Revenue



ISSUED TO:  
**HARRY POTTER**

ACCOUNT TYPE	ACCOUNT NUMBER	EFFECTIVE DATE	EXPIRATION DATE
SLS	[REDACTED]	01/1/2021	12/31/2021


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

THIS ACCOUNT ISSUED TO PERSON OR BUSINESS THE NAME OF WHICH IS NOT TRANSFERABLE.  
THE LICENSEE MAY PURCHASE ITEMS TAX EXEMPT FOR PERSONAL USE.

DEPARTMENT OF ALABAMA  
DEPARTMENT OF REVENUE  
*Daniel*  
Deputy Commissioner


THIS LICENSE APPLIES TO THE FOLLOWING LOCATION(S):

123 OAK ST MONTGOMERY AL 36113-6326  
50 N RIPLEY ST MONTGOMERY AL 36130-1001



# Lodgings Tax License

**2021**  
**SALES TAX LICENSE**  
**State of Alabama**  
Alabama Department of Revenue



ISSUED TO:  
HARRY POTTER

ACCOUNT TYPE	ACCOUNT NUMBER	EFFECTIVE DATE	EXPIRATION DATE
LOG	[REDACTED]	01/1/2021	12/31/2021


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

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

STATE OF ALABAMA  
DEPARTMENT OF REVENUE  
*Coloman*  
Tax Commissioner

THIS LICENSE APPLIES TO THE FOLLOWING LOCATION(S):


50 N RIPLEY ST MONTGOMERY AL 36130-1001  
5350 ATLANTA HWY MONTGOMERY AL 36109-3324





# Rental Tax License

**2021**  
**SALES TAX LICENSE**  
**State of Alabama**  
Alabama Department of Revenue



ISSUED TO:  
HARRY POTTER




ACCOUNT TYPE	ACCOUNT NUMBER	EFFECTIVE DATE	EXPIRATION DATE
RNT	[REDACTED]	01/1/2021	12/31/2021

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

THIS ACCOUNT ISSUED TO PERSON OR BUSINESS WHOSE NAME IS APPLICABLE TO THE LICENSEE MAY PURCHASE ITEMS TAX EXEMPT FROM SALES TAX IN THE REGISTRATION OF THE LICENSEE'S PROPERTY UNDER A LEASING OR RENTAL TRANSACTION.


THIS LICENSE APPLIES TO THE FOLLOWING LOCATION(S):

50 N RIPLEY ST MONTGOMERY AL 36130-1001



# Simplified Seller's Use License

**2021**  
**SALES TAX LICENSE**  
**State of Alabama**  
Alabama Department of Revenue



ACCOUNT TYPE	ACCOUNT NUMBER	EFFECTIVE DATE	EXPIRATION DATE
SSU	[REDACTED]	01/1/2021	12/31/2021

ISSUED TO:  
HARRY POTTER

TO ENGAGE IN BUSINESS FOR SALES TAX PURPOSES UNDER THE PROVISIONS OF SECTIONS 40-23-191/199 CODE OF ALABAMA 1975, AS AMENDED. SALES TAX LICENSE NO. [REDACTED]

THIS ACCOUNT ISSUED TO PERSON OR BUSINESS WHOSE NAME IS APPLICABLE TO THIS LICENSE IS NOT TRANSFERABLE.

STATE OF ALABAMA  
DEPARTMENT OF REVENUE  
[Signature]

THIS LICENSE APPLIES TO THE FOLLOWING LOCATION(S):

505 PEACHTREE ST NE ATLANTA GA 30308-3108  
50 N RIPLEY ST MONTGOMERY AL 36130-1001

