



ALABAMA DEPARTMENT OF REVENUE
SALES AND USE TAX DIVISION

ST: EX-A1-SE
2/17

Application for Sales Tax Certificate of Exemption
for Statutorily Exempt Entities

An Alabama Sales Tax Certificate of Exemption shall be used by persons, firms, or corporations coming under the provisions of the Alabama Sales Tax Act who are not required to have a Sales Tax License.

PLEASE COMPLETE EACH LINE APPLICABLE TO YOUR ENTITY. A SALES TAX CERTIFICATE OF EXEMPTION WILL NOT BE ISSUED UNTIL THIS APPLICATION IS PROPERLY COMPLETED.

1. Federal Employer Identification Number (FEIN) \_\_\_\_\_ 2. Business Telephone (\_\_\_\_\_) \_\_\_\_\_

3. \_\_\_\_\_
NAME OF PERSON(S), FIRM, CORPORATION, ASSOCIATION, CO-PARTNERSHIP MAKING APPLICATION.
GIVE TRADE NAME \_\_\_\_\_ 4. Contact Person \_\_\_\_\_

5. Mailing address of home office \_\_\_\_\_
P.O. BOX OR STREET NO. OR R.F.D. \_\_\_\_\_

CITY COUNTY STATE ZIP CODE

6. Location \_\_\_\_\_
CITY STREET AND NO. OF HWY. COUNTY ZIP CODE

Location must be exact street number or, if on highway or rural route, give details of location. If more than one location, please attach schedule. \_\_\_\_\_ 7. Number of businesses in Alabama \_\_\_\_\_

8. Would you like to receive a courtesy email notification to renew your certificate?
[ ] No [ ] Yes If yes, you must provide email address: \_\_\_\_\_

9. The Business is: [ ] For Profit [ ] Non-Profit

10. REASON EXEMPTION CLAIMED \_\_\_\_\_
(PRIVATE SCHOOL, UNITED WAY, ETC.) (PROVIDE CODE SECTION OR ACT NUMBER IF KNOWN)

11. Please attach a list of Board Members and a copy of the articles of incorporation. (CEO, CFO, or Executive Director may sign.)

NOTE

As a prerequisite to renewal of a certificate, the quadrennial report must be filed as required by law.

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

MAIL OR EMAIL APPLICATION TO:

Attn.: Exemption Unit STExemptionUnit@revenue.alabama.gov
Alabama Department of Revenue
Sales and Use Tax Division
P.O. Box 327710
Montgomery, AL 36132-7710

REVENUE DEPARTMENT USE ONLY

Examiner's Remarks \_\_\_\_\_

Examiner \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Recommendation \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_