



# State of Alabama Department of Revenue

(www.revenue.alabama.gov)  
50 North Ripley Street  
Montgomery, Alabama 36132

April 12, 2018

## NOTICE

### **To all Statutorily Exempt Organizations that are categorized as United Appeal Fund Entities or United Appeal Fund Supported Charities:**

The legislature has passed and the governor has signed Act 2018-198 to provide a one-time grace period through **September 30, 2018**, for United Appeal Fund entities and their supported charities that otherwise satisfied the definitions provided under Section 40-9-12 (c) as of July 1, 2017, but failed to acquire, maintain or renew their Alabama Sales and Use Tax Certificate of Exemption as of July 1, 2017, or lost the use of their Alabama Sales and Use Tax Certificate of Exemption due to failure to timely file an informational report as required by Section 40-9-60 and rules promulgated thereunder.

To renew or obtain an Alabama Sales and Use Tax Certificate of Exemption, please visit the website at <https://revenue.alabama.gov/wp-content/uploads/2017/05/stexal1se.pdf> and complete the required application, Form ST:EX-A1-SE. The completed application along with the required documentation may be emailed to [STExemptionUnit@revenue.alabama.gov](mailto:STExemptionUnit@revenue.alabama.gov).

To file the required informational report, please visit our “My Alabama Taxes” (MAT) website at <https://myalabamataxes.alabama.gov> and create a MAT web profile (username and password). If you already have a MAT web profile (username), you may add your exemption account to your current profile. You will find step-by-step instructions on how to create a web profile and how to add access to an existing account at: [https://revenue.alabama.gov/wp-content/uploads/2017/05/st-mat\\_info.pdf](https://revenue.alabama.gov/wp-content/uploads/2017/05/st-mat_info.pdf). You should have previously received a letter from the Department containing the online filing information needed to access your exemption account and file the report on MAT. If you have not received your letter with the online filing information or if you have misplaced your letter, please contact our office as stated below.

If you should have any questions concerning this notice, please contact the Sales and Use Tax Division by telephone at (334) 242-1490, by email at [STExemptionUnit@revenue.alabama.gov](mailto:STExemptionUnit@revenue.alabama.gov) or by mail at Sales and Use Tax Division, Exemption Unit, P.O. Box 327710, Montgomery, AL 36132-7710.