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State of Alabama Department of Revenue

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October 29, 2021

NOTICE

Alabama Annual Tax Account License Renewal

Administrative Rule 810-6-5-.01.01 requires annual renewals of the following tax account licenses:

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

The renewal process must be completed on an annual basis in order to generate a new tax license for the upcoming year. The business information must be verified and updated as necessary on an annual basis each November-December. A link to renew the tax account license is provided within the My Alabama Taxes (MAT) website: <https://myalabamataxes.alabama.gov>.

The following information is required to be reviewed and updated as needed:

- Current Legal Name, including DBAs
- Owner/Officer/Member Information
- Phone number(s)
- Social security numbers/FEIN's
- Address(es) – Add/update all addresses necessary for display on the license

In addition, verification that the business is continuing to operate as the same business entity type for which the existing license was issued will need to be completed. If the entity type has changed (e.g., original entity type of Sole Proprietorship changes to Corporation or Multi-member LLC), the business must apply for a new license.

If the license is not renewed pursuant to Section 40-23-6.1, Code of Alabama 1975, as amended, the State of Alabama Tax Account License previously issued to your business will be cancelled and the business will no longer be allowed to use the Tax License in order to make tax-exempt purchases for resale or rental purposes.

Please visit the Sales and Use Tax Division website: <https://revenue.alabama.gov/sales-use/faq/> for more guidance or contact the department if you need assistance renewing your tax account license.

Contact

Sales and Use Tax Division
Sales and Use Tax Administration
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334-242-1490