



ALABAMA DEPARTMENT OF REVENUE
SALES AND USE TAX DIVISION

ST: EX-A1
11/23

Application for Sales Tax Certificate of Exemption

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 BUSINESS. 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.

4. Contact Person _____
GIVE TRADE NAME

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

CITY _____ COUNTY _____ STATE _____ ZIP CODE _____

6. Number of businesses in Alabama _____ Location _____
CITY _____ STREET AND NO. OF HWY. _____ COUNTY _____

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. Would you like to receive a courtesy email notification to renew your certificate? ☐ No ☐ Yes

If Yes, enter email address _____

8. Kind and Class of Business _____
(NON-PROFIT, WHOLESALE, MANUFACTURER, ETC.)

9. Type Product Manufactured and/or sold _____

10. REASON EXEMPTION CLAIMED _____

11. Form of ownership: ☐ Individual ☐ Partnership ☐ Corporation ☐ Multi member LLC ☐ Single member LLC

If applicant is a corporation, a copy of the certified certificate of incorporation, amended certificate of incorporation, certificate of authority, or articles of incorporation should be attached. If the applicant is a limited liability company or a limited liability partnership, a copy of the certified articles of organization should be attached.

12. Ownership information (please attach):

Corporations – give name, title, home address, and Social Security Number of each officer.

Partnerships – give name, home address, Social Security Number or FEIN of each partner, and valid Alabama driver's license or other acceptable citizenship documentation.

Sole Proprietorships – give name, home address, Social Security Number of owner, and valid Alabama driver's license or other acceptable citizenship documentation.

LLC – give name, home address, and Social Security Number or FEIN of each member. (Valid Alabama driver's license or other acceptable citizenship documentation is required for single member LLCs.)

LLP – give name, home address, and Social Security Number or FEIN of each partner.

Signed _____ Signed _____

Title _____ Date _____ Title _____ Date _____

MAIL ORIGINAL APPLICATION TO THE TAXPAYER SERVICE CENTER
LISTED ON PAGE TWO THAT SERVES THE COUNTY IN WHICH YOU ARE LOCATED.

REVENUE DEPARTMENT USE ONLY

Examiner's Remarks _____

Examiner _____ Date _____

Supervisor's Recommendation _____

Supervisor _____ Date _____

Taxpayer Service Centers

- **AUBURN/OPELIKA**

1800 Samford Trace Court, Suite 100 (Zip 36830)
P.O. Box 3164
Auburn, AL 36831-3164
Telephone: (334) 887-9549

Counties:

Chambers	Lee	Talladega
Clay	Randolph	Tallapoosa
Coosa	Russell	

- **DOTHAN**

121 Adris Place (Zip 36303)
P.O. Box 5739
Dothan, AL 36302-5739
Telephone: (334) 793-5803

Counties:

Barbour	Dale	Henry
Coffee	Geneva	Houston
Covington		

- **GADSDEN**

701 Forrest Avenue (Zip 35901)
P.O. Box 1190
Gadsden, AL 35902-1190
Telephone: (256) 547-0554

Counties:

Blount	Cleburne	Marshall
Calhoun	DeKalb	St. Clair
Cherokee	Etowah	

- **HUNTSVILLE**

4920 Corporate Drive, Suite H (Zip 35805)
P.O. Box 11487
Huntsville, AL 35814-1487
Telephone: (256) 837-2319

Counties:

Colbert	Jackson	Limestone
Cullman	Lauderdale	Madison
Franklin	Lawrence	Morgan

- **JEFFERSON/SHELBY**

2020 Valleydale Road, Suite 208 (Zip 35244)
P.O. Box 1927
Pelham, AL 35124
Telephone: (205) 733-2740

Counties:

Jefferson	Shelby
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- **MOBILE**

Bel Air Tower Suite 100
851 E. I-65 Service Road South (Zip 36606)
P.O. Drawer 160406
Mobile, AL 36616-1406
Telephone: (251) 344-4737

Counties:

Baldwin	Conecuh	Monroe
Choctaw	Escambia	Washington
Clarke	Mobile	Wilcox

- **MONTGOMERY**

2545 Taylor Road (Zip 36117)
P.O. Box 327490
Montgomery, AL 36132-7490
Telephone (334) 242-2677

Counties:

Autauga	Crenshaw	Macon
Bullock	Dallas	Montgomery
Butler	Elmore	Pike
Chilton	Lowndes	

- **TUSCALOOSA**

1434 22nd Avenue (Zip 35401)
P.O. Box 2467
Tuscaloosa, AL 35403-2467
Telephone: (205) 759-2571

Counties:

Bibb	Marengo	Sumter
Fayette	Marion	Tuscaloosa
Greene	Perry	Walker
Hale	Pickens	Winston
Lamar		

- **OUT-OF-STATE:**

Foreign Audit
Alabama Department of Revenue
Sales and Use Tax Division
P.O. Box 327740
Montgomery, AL 36132-7740