



ALABAMA DEPARTMENT OF REVENUE  
SALES AND USE TAX DIVISION

ST: EX-A2  
3/21

Application For  
Sales and Use Tax Certificate of Exemption  
For an Industrial or Research Enterprise Project

This Certificate of Exemption will be limited to purchases which qualify for an abatement of sales and use taxes pursuant to **Code of Alabama 1975**, Section 40-9B-1, et seq., 40-9C-1, et seq., and/or 40-9G-1, et seq.

APPLICANT'S LEGAL NAME		FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)
MAILING ADDRESS		EMAIL ADDRESS
CITY, STATE, AND ZIP		
ADDRESS OF THE PROJECT SITE		
CONTACT PERSON	IF THIS IS A CONTRACTOR APPLICATION, INCLUDE NAME OF THE PRIVATE USER (COMPANY GRANTED THE ABATEMENT)	
BUSINESS PHONE NUMBER (       )	DATE ABATEMENT WAS GRANTED	ESTIMATED PROJECT COMPLETION DATE PER ABATEMENT AGREEMENT

A **general contractor** must attach a letter from the private user that they will be making purchases of tangible personal property to be incorporated into the project referenced above. A **contractor or subcontractor** must attach a letter from the private user or the general contractor that they will be making purchases of tangible personal property to be incorporated into the project referenced above.

The undersigned hereby makes application for a certificate of exemption (Form ST:EX-A2) in accordance with the provisions of Sales and Use Tax Rule 810-6-4-.24 and further agrees to abide by the procedures outlined in Sales and Use Tax Rule 810-6-4-.24.01. See instructions for preparation of Form ST:EX-A2.

Name \_\_\_\_\_  
(PLEASE PRINT)

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Mail or Email to:

Alabama Department of Revenue  
Attn: Abatement Program Administrator  
P. O. Box 327001  
Montgomery, AL 36132-7001

(334) 242-1175

[incentives@revenue.alabama.gov](mailto:incentives@revenue.alabama.gov)

# INSTRUCTIONS FOR PREPARATION OF FORM ST:EX-A2 SALES AND USE TAX CERTIFICATE OF EXEMPTION FOR AN INDUSTRIAL OR RESEARCH ENTERPRISE PROJECT

**NOTE:** Exemption certificates will not be issued unless Form ST:EX-A2 is completed and all supporting documentation is provided to substantiate the issuance of the certificate of exemption.

The certificate of exemption is effective on the date the abatement is granted by resolution by the granting authority. Only those purchases made after the abatement is granted will qualify for the sales and use tax abatement.

Once the private user (company granted the abatement) has been issued a certificate of exemption, contractors may apply for a certificate of exemption to work on behalf of the project.

In order to expedite the processing of your application, please include the following documentation when submitting your application:

## Private User

Please include the following documentation to make a complete abatement packet:

- 1) Signed ST:EX-A2 application
- 2) A copy of the executed abatement agreement
- 3) A copy of the certified resolution by the authorized public body
- 4) A copy of the combined application for abatement of taxes (Form CO:CAA, CAAC or CAAG).
- 5) Documentation that the private user is enrolled in the E-Verify program. For more information go to <https://www.e-verify.gov/>.
- 6) Proof that a copy of the resolution and abatement agreement was provided to the county commission by certified mail or physical delivery if an authority other than the county was the granting authority.
- 7) Project notification with the Alabama Department of Commerce. Contact the local economic development agency for issuance of notification.

## General Contractor Application

- 1) Signed ST:EX-A2 application. Include the name of the private user that was granted the abatement.
- 2) Signed letter from the private user approving the general contractor to make purchases of tangible personal property to be incorporated into the project.
- 3) List of subcontractors. List must be provided on General Contractor's letterhead. List can be updated as needed.

For more information on contractors, please visit <https://revenue.alabama.gov/tax-incentives/contractor-info/>

## Subcontractor Application

- 1) Signed ST:EX-A2 application. Include the name of the private user that was granted the abatement by the local granting authority.
- 2) Signed letter from the private user or general contractor approving the subcontractor to make purchases of tangible personal

property to be incorporated into the project. Letter must be submitted on the appropriate letterhead.

For more information on subcontractors, please visit <https://revenue.alabama.gov/tax-incentives/contractor-info/>

## General Information

Once the exemption application is approved, an exemption certificate is mailed to the certificate holder to present to vendors for purchases of building materials, construction materials, and personal property to be incorporated into the Industrial or Research Enterprise Project related to the specific project.

All certificate holders that qualify to make purchases for an Industrial or Research Enterprise Project for qualifying projects are responsible for reporting and remitting unabateable sales and use taxes, including county and municipal sales and use taxes levied for educational purposes. Unabated taxes shall not be remitted to the vendor. These returns are required to be filed through the department's online tax return filing and payment portal, My Alabama Taxes (<https://myalabamataxes.alabama.gov>) or through the local tax administering agency. See Rule 816-6-4-.24.

Certificates are not transferable and may only be used by the person, firm, or corporation whose name appears at the bottom of the certificate. The certificate is not authorized to be used for purchases which do not qualify for abatement.

## Extension Request

Certificates of exemption can be extended by the Department of Revenue up to one year from the original expiration date stated in the abatement agreement. The extension request must be made in writing by the private user on the company letterhead and the granting authority must be copied in the letter. If an extension request is beyond one year or if the original expiration date has been expired for over a year, the granting authority must approve the extension by sending a letter to the private user and copying the abatement administrator.

The application and required documentation may be mailed, emailed or faxed to (334) 242-0550.

### **Mailing Address:**

Attn: Abatement Program Administrator  
Commissioner's Office  
Alabama Department of Revenue  
P.O. Box 327001  
Montgomery, AL 36132-7001  
(334) 242-1175

### **Email Address:**

[incentives@revenue.alabama.gov](mailto:incentives@revenue.alabama.gov)