



State of Alabama Department of Revenue

(www.revenue.alabama.gov)

50 North Ripley Street
Montgomery, Alabama 36132

Instructions for Executing the Sales Tax Surety Bond

1. The surety must be licensed and duly authorized to do business in Alabama.
2. The bond must be numbered by the surety.
3. The bond must have a Power of Attorney attached, which must be dated the same date as the bond.
4. The seal of the surety must be affixed and the bond signed by an agent of the surety who is listed on the Power of Attorney.
5. This bond is required to be purchased and will remain in force for a two-year period.
6. All bond documents must be signed by the Principal and submitted to the Alabama Department of Revenue prior to the approval of the Sales Tax License.
7. The legal name of the business (Principal) indicated on the bond must match the legal name indicated on the Sales Tax registration.
8. The effective date of the bond must be within ninety (90) days of the beginning date of the business.

If there are any questions pertaining to the bond, you can contact our office at the address or telephone number shown below.

Alabama Department of Revenue
Sales & Use Tax Division
Administration Section
PO Box 327720
Montgomery, AL 36132-7710
stsuretybond@revenue.alabama.gov

(334) 242-1340