



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.

GIVE TRADE NAME

4. Contact Person

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, WHOLESALER, 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