

# Alabama Sales and Use Tax License Renewal

# Renewal of Alabama Tax Licenses

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Taxpayers are now required to renew the state of Alabama tax license by December 31 of each year, through MAT, for the tax accounts listed below:

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



# My Alabama Taxes (MAT) Renewal Process



It is time to renew your Sales and Use tax licenses. Please complete the "Annual tax account license renewal required" task. You must renew your tax license before December 31.

JANE DOE

\*\*\*-\*\*-8901

500 MY ST N  
MONTGOMERY AL 36130-1001

Welcome, Jane Doe

[Manage My Profile](#)

A



Tasks <sup>31</sup>

Security

Other Actions...

Filter

JANE DOE

\*\*\*-\*\*-8901

500 MY ST N  
MONTGOMERY AL 36130-1001



Annual tax account license renewal required



An annual renewal of Alabama tax licenses is required.

[Renew Tax Account License](#)



# Renewal of Alabama Tax Licenses

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A review or update the following information is required:

1. Current Legal Name
2. Owner/Officer/Member Information
3. Phone number(s)
4. Social security numbers/FEIN's
5. Main address
6. Location address(es) including the d/b/a for each



# Registration Renewal in MAT

The first screen provides brief instructions. Click “Next.”

MAT  [My Alabama Taxes \(Home\)](#) 01-Nov-2024 ? 👤

< [JANE DOE](#)

## Registration Renewal

JANE DOE  
\*\*\*-\*\*-8901

### Registration Renewal

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Instructions

Please provide your current contact information, business officers, and business locations. Your new license will reflect the updated information once it has been reviewed.

For guided assistance, please view these links:

- [Step-By-Step Instructions for License Renewal](#)
- [License Renewal Instructions and Information PowerPoint Version](#)



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# Registration Renewal in MAT

The second screen begins the renewal review/update:

MAT  My Alabama Taxes (Home) 01-Nov-2024 ? 

< JANE DOE

### Registration Renewal

JANE DOE  
\*\*\*-\*\*-8901

#### Registration Renewal

Progress bar:  Instructions  Renew license

FEIN  
\_\_\_\_\_  
SSN  
\*\*\*-\*\*-8901  
Legal name of business  
JANE DOE  
Is this business still operating as licensed, as the same legal entity? \*  
 Yes  No  
Contact phone number \*  
*Required*  
\_\_\_\_\_

Cancel Previous Next



# Registration Renewal in MAT

If the legal entity has changed, then you will select “No,” and the existing tax license will be ceased. You must enter your phone number and click on “next” to go to the next step.

The screenshot shows the MAT 'My Alabama Taxes (Home)' interface. The user is logged in as JANE DOE. The page title is 'Registration Renewal'. A progress bar shows two steps: 'Instructions' (completed) and 'Renew license' (current). The form fields are: FEIN (empty), SSN (\*\*\*-\*\*-8901), Legal name of business (JANE DOE), and a question 'Is this business still operating as licensed, as the same legal entity?' with 'Yes' and 'No' radio buttons. A green arrow points to the 'No' button. Below this is a note: 'Note: Submitting this will cease your existing tax license(s). You must re-register with ADOR under your new legal entity to remain compliant with your tax obligations.' The 'Contact phone number' field is marked as required and empty. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons. A large green arrow points down from the 'Next' button area.

MAT  My Alabama Taxes (Home) 01-Nov-2024 ?

< JANE DOE

### Registration Renewal

JANE DOE  
\*\*\*-\*\*-8901

#### Registration Renewal

Instructions Renew license

FEIN

SSN  
\*\*\*-\*\*-8901

Legal name of business  
JANE DOE

Is this business still operating as licensed, as the same legal entity?

Yes  No

Note: Submitting this will cease your existing tax license(s). You must re-register with ADOR under your new legal entity to remain compliant with your tax obligations.

Contact phone number \*  
Required

Cancel Previous Next



# Examples of the different entity types with a change would be:

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- Sole proprietor to LLC or Corporation
- LLC to Corporation
- Corporation to LLC
- Partnership to LLC or Corporation
- **Death of a spouse/parent that originally registered business under their SSN** (The spouse or child of the deceased may consider the business to still be operating as it did before the original owner's death; however, the entity is now a different and separate legal entity. The new owner(s) needs to apply under their SSN or EIN.)



# Registration Renewal in MAT

MAT  My Alabama Taxes (Home) 01-Nov-2024 ?

< JANE.DOE

### Registration Renewal

JANE.DOE  
\*\*\*-\*\*-8901

#### Registration Renewal

Instructions Renew license Verify

Who are the responsible parties for this business? In other words, which owners or officers may be held personally liable for failing to remit taxes the business is required to collect? \*

Required

Name and title of person submitting renewal request \*

Required

Cancel < Previous Submit

Copyright © ADOB, all rights reserved. Please read our [terms of use](#).

Enter the responsible party and the name of the person submitting the verification and click on “Submit” to finish.

Then, log out of MAT and go to the home screen to register the entity as it is operating today. (In the Businesses box, click “Register a business/Obtain a new tax account number”.)



# Registration Renewal in MAT

If the legal entity has not changed, then you will select “Yes”; enter your phone number and click on “next” to go to the next step.



MAT  [My Alabama Taxes \(Home\)](#) 01-Nov-2024 ?

< [JANE DOE](#)

### Registration Renewal

JANE DOE  
\*\*\*-\*\*-8901

#### Registration Renewal

Instructions **Renew license**

FEIN

SSN  
\*\*\*-\*\*-8901

Legal name of business  
JANE DOE

Is this business still operating as licensed, as the same legal entity?

Yes  No

Contact phone number \*  
*Required*

Cancel < Previous **Next** >



# Registration Renewal in MAT

MAT  My Alabama Taxes (Home) 01-Nov-2024 ?

< JANE.DOE

### Registration Renewal

JANE.DOE  
\*\*\*-\*\*-8901

#### Registration Renewal

Instructions  Renew license  Officers

#### Business owners and officers (required)

[Show Errors](#)

	Title	ID type	ID	Legal name	Last name	First name	Middle name	Phone	Start	Cease (optional)	Address
X	Business	SSN	****8901		DOE	JANE		*	01-Jan-2024		* <a href="#">Requ</a>

[Show Errors](#)

Cancel [Previous](#) [Next](#)

If you clicked on “Yes” on the previous screen, a third screen will then require you to enter the owner/officer information.

To remove an owner/officer, enter a “Cease” date.



# Registration Renewal in MAT

A pop-up window will ask you to verify the address.

Enter the address, then click “Click Here to Verify.”

Address Search 📄 🌐 ? ✕

Country USA [Multi-Line](#)

Address line 1 500 MY ST N

Address line 2 \_\_\_\_\_

Unit Type \_\_\_\_\_ Unit \_\_\_\_\_

City MONTGOMERY State ALABAMA

ZIP 36130-1001 County \_\_\_\_\_

Attention \_\_\_\_\_

 [Click Here to Verify](#)

Cancel Save



# Registration Renewal in MAT

After address verification. Click “Save” to proceed.

Address Search 📄 🌐 ? ✕

Country USA ▼ [Multi-Line](#)

Address line 1 500 MY ST N

Address line 2 \_\_\_\_\_

Unit Type ▼ Unit \_\_\_\_\_

City MONTGOMERY State ALABAMA ▼

ZIP 36130-1001 County MONTGOMERY ▼

Attention \_\_\_\_\_

✔ Verified

Cancel Save



# Registration Renewal in MAT

MAT  [My Alabama Taxes \(Home\)](#) 01-Nov-2024 ? 

< [JANE DOE](#)

## Registration Renewal

JANE DOE  
\*\*\*-\*\*-8901

### Registration Renewal

Instructions  Renew license  Officers

#### Business owners and officers (required)

	Title	ID type	ID	Legal name	Last name	First name	Middle name	Phone	Start	Cease (optional)	Address
X	Business C	SSN	*****8901		DOE	JANE		(334) 333-	01-Jan-2024		<a href="#">500 MY S</a>



Enter the owner/officer information, click “Next” to continue the renewal.



# Registration Renewal in MAT

Review the business location(s) and either check “Reviewed” or click the address link to update.

MAT  My Alabama Taxes (Home) 01-Nov-2024 ? 👤

< [JANE DOE](#)

### Registration Renewal

JANE DOE  
\*\*\*-\*\*-8901

#### Registration Renewal

Instructions  Renew license  Officers  Addresses

#### Business locations (required)

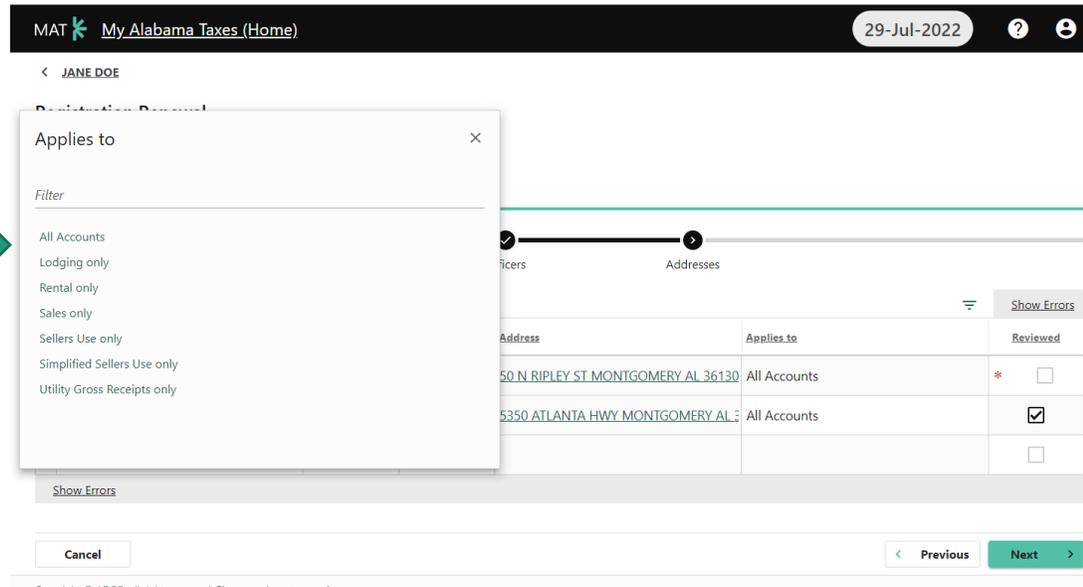
[Show Errors](#)

Phone (optional)	Start	Cease (optional)	Address	Applies to	Reviewed
	01-Nov-2024		<a href="#">500 MY ST N MONTGOMERY A</a>	All Accounts	* <input type="checkbox"/>
					<input type="checkbox"/>

[Show Errors](#)



# Registration Renewal in MAT



MAT My Alabama Taxes (Home) 29-Jul-2022

JANE DOE

Registration Renewal

Applies to

Filter

- All Accounts
- Lodging only
- Rental only
- Sales only
- Sellers Use only
- Simplified Sellers Use only
- Utility Gross Receipts only

Show Errors

Address	Applies to	Reviewed
50 N RIPLEY ST MONTGOMERY AL 36130	All Accounts	* <input type="checkbox"/>
5350 ATLANTA HWY MONTGOMERY AL	All Accounts	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

Show Errors

Cancel Previous Next

Click on “All accounts,” a pop-up window will offer the different tax types available for renewal.



# Registration Renewal in MAT

- Add/verify all addresses,
- Check the “Reviewed” box for the main “All Accounts” address
- Click “Next” to proceed.

MAT My Alabama Taxes (Home) 29-Jul-2022 ?

< JANE DOE

### Registration Renewal

JANE DOE  
\*\*\*-\*\*-8901

#### Registration Renewal

Instructions Renew license Officers Addresses

#### Business locations (required)

Phone (optional)	Start	Cease (optional)	Address	Applies to	Reviewed
	01-Jan-2021		<a href="#">50 N RIPLEY ST MONTGOMERY AL 36130</a>	All Accounts	<input checked="" type="checkbox"/>
X	01-Jun-2021		<a href="#">5350 ATLANTA HWY MONTGOMERY AL 36113-63</a>	Lodging only	<input checked="" type="checkbox"/>
X	01-Jun-2021		<a href="#">123 OAK ST MONTGOMERY AL 36113-63</a>	All Accounts	<input checked="" type="checkbox"/>
X	01-Jun-2021		<a href="#">5350 VAUGHN RD MONTGOMERY AL 36113-63</a>	Rental only	<input checked="" type="checkbox"/>
X	01-Jul-2021		<a href="#">505 PEACHTREE ST NE ATLANTA GA 30308</a>	Simplified Sellers Use only	<input checked="" type="checkbox"/>

Cancel Scroll for More Previous Next

# Registration Renewal in MAT

MAT  My Alabama Taxes (Home) 01-Nov-2024 ?

< JANE DOE

## Registration Renewal

JANE DOE  
\*\*\*-\*\*-8901

### Registration Renewal

Instructions Renew license Officers Addresses **Verify**

Who are the responsible parties for this business? In other words, which owners or officers may be held personally liable for failing to remit taxes the business is required to collect? \*

Required

Name and title of person submitting renewal request \*

Required

Cancel Previous **Submit**

Provide information for the responsible party and name of person submitting the request.



# Registration Renewal in MAT

Re-enter the logon password and submit the request.

The screenshot shows the MAT 'My Alabama Taxes (Home)' interface. The user is logged in as JANE DOE on 01-Nov-2024. The page title is 'Registration Renewal'. A confirmation dialog box is displayed in the foreground, asking 'Are you sure you want to submit this request?' and stating 'You are required to re-enter your password to verify this request. Your password will act as your signature.' The dialog box has a 'Password' field with a red asterisk and a 'Required' label. The background page shows a progress bar with a checkmark, a 'Verify' button, and a 'Submit' button at the bottom right.

MAT  My Alabama Taxes (Home) 01-Nov-2024 ?

< JANE DOE

## Registration Renewal

JANE DOE  
\*\*\*-\*\*-8901

### Registration Renewal

Instructions Verify

Who are the responsible persons to collect?  
JANE DOE

Name and title of person submitting request  
JANE DOE, OWNER

Business is required to

Cancel Previous Submit

### Confirmation

Are you sure you want to submit this request?

You are required to re-enter your password to verify this request. Your password will act as your signature.

Password \*  
Required

Cancel OK



# Registration Renewal in MAT

A confirmation and feedback page will appear.

MAT  [My Alabama Taxes \(Home\)](#) 01-Nov-2024 ? 👤

< [JANE DOE](#)

### Confirmation

Your renewal request has been submitted and your request number is 0-518-848-512.

Once your request processes you will be able to print your 2025 tax license on the Account panel.

If you have any questions or concerns please contact us at the [Alabama Department of Revenue](#) website. For a listing of contact numbers for each specific department please click [here](#).

[Done](#) [Print Confirmation](#)

### Feedback (optional)

How easy was this process? Click "Send" to give us your feedback (this will not navigate you away from this page).

☆ ☆ ☆ ☆ ☆

Comments

[Send](#)



# Registration Renewal in MAT

The screenshot displays the MAT user interface for JANE DOE. At the top, the header includes the MAT logo, the text "My Alabama Taxes (Home)", the date "01-Nov-2024", and a user profile icon. Below the header, the user's name "JANE DOE" and contact information are shown, along with a "Welcome, Jane Doe" message and a "Manage My Profile" link. A navigation bar contains "Accounts", "Tasks 30", "Security", and "Other Actions...". A "Filter" input field is present below the navigation. The main content area is divided into three sections: "Correspondence", "Registration", "Local Tax", and "Sales Tax". Each section contains account details and a list of actions.

**JANE DOE**  
\*\*\*-\*\*-8901  
500 MY ST N  
MONTGOMERY AL 36130-1001

Welcome, Jane Doe  
[Manage My Profile](#)

**Accounts** Tasks <sup>30</sup> Security Other Actions...

Filter

**JANE DOE**  
\*\*\*-\*\*-8901  
500 MY ST N  
MONTGOMERY AL 36130-1001

**Correspondence**

- > [View/Print mail from ALDOR](#)
- > [View MAT Messages](#)
- > [View my previous MAT Submissions](#)

**Registration**

- > [Manage names & addresses](#)
- > [Register additional tax types/Obtain a new tax account number](#)

**Local Tax**  
JANE DOE  
500 MY ST N  
MONTGOMERY AL 36130-1001  
[Tasks](#) <sup>21</sup>

**Account**  
LCL-R000791247

Balance  
**\$0.00**

- > [File or View returns and periods](#)
- > [Make a payment](#)
- > [Generate Sales/Receipts Summary](#)

**Sales Tax**  
JANE DOE  
500 MY ST N  
MONTGOMERY AL 36130-1001  
[Tasks](#) <sup>9</sup>

**Account**  
SLS-R000791246

Balance  
**\$0.00**

- > [File or View returns and periods](#)
- > [Make a payment](#)
- > [Print tax account license](#)
- > [Print tax account license for next year](#)
- > [Generate Sales/Receipts Summary](#)

[Scroll for More](#)

After submission of the renewal request, the “Renew Tax Account License” link is no longer available.



# Sales Tax License



**2022**  
**SALES TAX LICENSE**  
**State of Alabama**  
Alabama Department of Revenue

ISSUED TO:  
JANE DOE

ACCOUNT TYPE	ACCOUNT NUMBER	EFFECTIVE DATE	EXPIRATION DATE
SLS	[REDACTED]	01/1/2022	12/31/2022

TO ENGAGE IN BUSINESS FOR WHICH TAX IS IMPOSED BY SECTIONS 40-23-1/39 CODE OF ALABAMA 1975,  
AS AMENDED. SALES TAX LAW

NON-TRANSFERABLE  
THIS ACCOUNT ISSUED TO PERSON OR BUSINESS WHOSE NAME APPEARS ABOVE IS NOT TRANSFERABLE.  
THE LICENSEE MAY PURCHASE ITEMS TAX EXEMPT FOR THE PURPOSE OF RESALE AT RETAIL IN THE REGULAR COURSE OF  
BUSINESS.

STATE OF ALABAMA  
DEPARTMENT OF REVENUE  
*Derrick Coleman*  
Deputy Commissioner

THIS LICENSE APPLIES TO THE FOLLOWING LOCATION(S):  
50 N RIPLEY ST MONTGOMERY AL 36130-1001



# Lodgings Tax License



**2022**

**SALES TAX LICENSE**  
**State of Alabama**  
Alabama Department of Revenue

ISSUED TO:  
JANE DOE

ACCOUNT TYPE	ACCOUNT NUMBER	EFFECTIVE DATE	EXPIRATION DATE
LOG	[REDACTED]	01/1/2022	12/31/2022

TO ENGAGE IN BUSINESS FOR WHICH TAX IS IMPOSED BY SECTIONS 40-26-1/21 CODE OF ALABAMA 1975,  
AS AMENDED. LODGING TAX LAW

NON-TRANSFERABLE  
THIS ACCOUNT ISSUED TO PERSON OR BUSINESS WHOSE NAME APPEARS ABOVE IS NOT TRANSFERABLE.

STATE OF ALABAMA  
DEPARTMENT OF REVENUE

*Derrick Coleman*  
Deputy Commissioner

THIS LICENSE APPLIES TO THE FOLLOWING LOCATION(S):

50 N RIPLEY ST MONTGOMERY AL 36130-1001



# Rental Tax License



**2022**

**SALES TAX LICENSE**  
**State of Alabama**

Alabama Department of Revenue

ISSUED TO:  
JANE DOE

ACCOUNT TYPE	ACCOUNT NUMBER	EFFECTIVE DATE	EXPIRATION DATE
RNT	[REDACTED]	01/1/2022	12/31/2022

TO ENGAGE IN BUSINESS FOR WHICH TAX IS IMPOSED BY SECTIONS 40-12-220/227 CODE OF ALABAMA 1975, AS AMENDED. RENTAL TAX LAW

**NON-TRANSFERABLE**

THIS ACCOUNT ISSUED TO PERSON OR BUSINESS WHOSE NAME APPEARS ABOVE IS NOT TRANSFERABLE. THE LICENSEE MAY PURCHASE ITEMS TAX EXEMPT FOR THE PURPOSE OF LEASING/RENTING TO ANOTHER THE SAME PROPERTY UNDER A LEASING OR RENTAL TRANSACTION IN THE REGULAR COURSE OF BUSINESS.

STATE OF ALABAMA  
DEPARTMENT OF REVENUE

*Derrick Coleman*  
Deputy Commissioner

THIS LICENSE APPLIES TO THE FOLLOWING LOCATION(S):

50 N RIPLEY ST MONTGOMERY AL 36130-1001



# Simplified Seller's Use Tax License

 <p><b>2022</b> SALES TAX LICENSE <b>State of Alabama</b> Alabama Department of Revenue</p>			
ISSUED TO: JANE DOE	ACCOUNT TYPE SSU	ACCOUNT NUMBER [REDACTED]	EXPIRATION DATE 12/31/2022
<p>TO ENGAGE IN BUSINESS FOR WHICH TAX IS IMPOSED BY SECTIONS 40-23-191/199 CODE OF ALABAMA 1975, AS AMENDED. SALES TAX LAW</p> <p>NON-TRANSFERABLE THIS ACCOUNT ISSUED TO PERSON OR BUSINESS WHOSE NAME APPEARS ABOVE IS NOT TRANSFERABLE.</p> <p>STATE OF ALABAMA DEPARTMENT OF REVENUE <i>Derrick Coleman</i> Deputy Commissioner</p> <p>THIS LICENSE APPLIES TO THE FOLLOWING LOCATION(S):</p> <p>50 N RIPLEY ST MONTGOMERY AL 36130-1001</p>			

