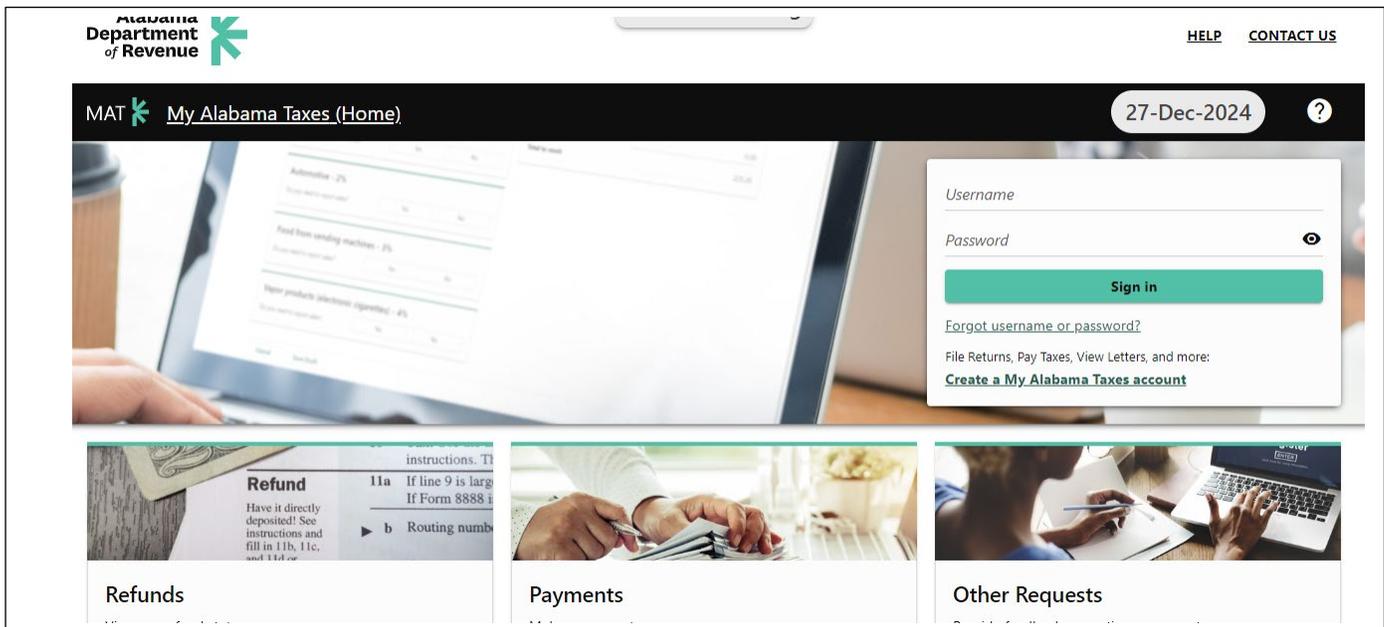


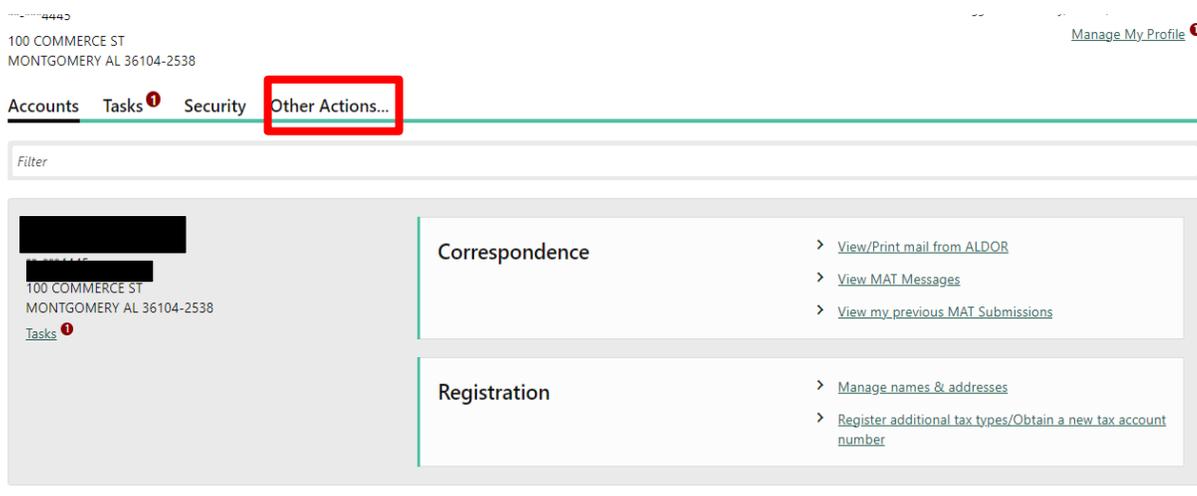


How to Apply for a Contractors Certificate of Exemption for a Government Entity or Statutorily Exempt Entity Construction Project through My Alabama Taxes

1. Log in to My Alabama Taxes.



2. Click the “Other Actions...” tab.



3. Locate “Payments and Returns” and click “Apply for a Certificate of Exemption for a Contractor’s Exempt Project.”

100 COMMERCE ST
MONTGOMERY AL 36104-2538

manage my profile

Accounts Tasks Security Other Actions...

The screenshot shows three main menu categories: Tax Incentives, Access Management, and Payments and Returns. The 'Payments and Returns' category is expanded, showing a list of options. The option 'Apply for a Certificate of Exemption for a Contractor Exempt Project' is highlighted with a red box.

4. Begin the application by checking the acknowledgment box concerning the application and start dates.
5. Select the correct entity type (who is applying) from the options.
6. Answer “yes” or “no” to whether your company has entered a building contract with an exempt entity as defined in §40-9-14.1, Code of Alabama 1975.
7. Click “Next.”

Certificate of Exemption Application

The screenshot shows the 'Application Type' form. The first step in the process is 'Applicant Type', and the second is 'Project Information'. The form contains the following elements:

- A checked checkbox with the text: "I understand that certificates of exemption will be issued as of the project start date or the received date of the application. The effective date of the certificate of exemption will be no earlier than the date the application is submitted to the department." This text is highlighted with a red box.
- A radio button selection for 'General Contractor', which is also highlighted with a red box.
- A text box asking: "Does your company have a building contract with a governmental entity as defined in Section 40-9-14.1, Code of Alabama 1975?" with 'Yes' and 'No' options. This text box is highlighted with a red box.
- Buttons for 'Cancel', 'Save Draft', 'Previous', and 'Next'. The 'Next' button is highlighted with a red box.

8. Answer the questions below in accordance with the project contract. Include project manager contact information.

Certificate of Exemption Application

REQUEST TESTING

Applicant Type

Project Information

Contractor's Certificate of Exemption Application

Project name

TEST PROJECT 1

Project owner's Federal Employer ID Number (FEIN)

99-9999999

Street address of project

123 TEST ST MONTGOMERY AL 36130-0001

Contact person (name)

JOE TAXPAYER

Business phone number

(334) 242-1490

Email address

test@aol.com

Please select one

- DOT Roadwork Project
- Airport Authority Project
- Government Entity Project
- Federal Government Project
- Statutorily Exempt Entity

Scroll for More

9. Click Submit

Project start date
27-Dec-2024

Project end date
31-Jan-2025

Pollution control cost
0.00

Pollution control cost is \$0

Total bid amount
1,000,000.00

Labor cost
250,000.00

Material cost
250,000.00

Add Attachments - Note: We do not accept Purchase Orders or Invoices in lieu of the stated documents.

Alabama Board of General Contractors License attached

[List of Subcontractors](#)

Copy of Executed/Signed Contract, Letter of Intent, Notice of Award and/or Notice to Proceed attached

State/County Business License (usually obtained through county probate office) attached

Attachments [Add](#)

Type	Name	Size
Alabama Board of General Contractors License	SAMPLE_GCL.pdf	34 Remove
Contract, Letter of Intent, or Notice	Notice to Proceed.pdf	113 Remove
State/County Business License	SAMPLE_SBL.pdf	141 Remove

[Cancel](#) [Save Draft](#) [Scroll for More](#) [Previous](#) [Submit](#)

10. Click “Done” to complete application.

11. You will need to complete a separate application for **each** project.

< TEST COMPANY

Confirmation

Your request has been submitted and your request number is 0-867-729-408.

Please allow 10 to 14 business days for your application to be processed. Exemption Certificates will be issued as of the project start date or the received date of the application. If, upon receipt of the application, the project has already commenced, the certificate will be issued as of the received date of the application. Any purchases made prior to the issuance of the certificate will not be exempt. The application will be denied after 45 day from the initial contact with the Sales and Use Tax Division if the applicant fails to submit any requested documentation or solve any issues the applicant was notified to resolve.

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