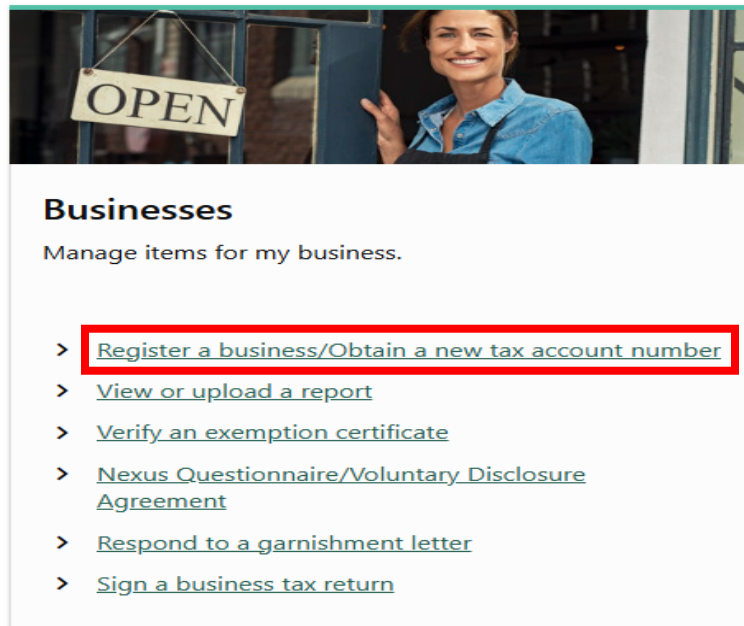


## How to Apply for a Sales Tax Certificate of Exemption for Statutorily Exempt Entities through My Alabama Taxes (Form ST: EX-A1-SE)

### Before you begin:

- An Alabama Sales Tax Certificate of Exemption shall be used by people or entities **who are not required to have a Sales Tax License** under the provisions of the Alabama Sales Tax Act.
- During the application process, you will be required to upload:
  - FEIN Letter (Form SS-4) furnished by the IRS (for business applicants)
  - Articles or Bylaws (for business applicants)
  - Social Security Card (for individual applicants)
  - **Blind Vendor** will also be required to upload an official letter from the Alabama Department of Rehabilitation Services
  - **Private School/Private University** will also be required to upload a copy of their current year school curriculum which is summarized by subject and grade
  - **United Way Organization** will also be required to upload a current year list of all partner agencies
  - **United Way Partner Agency** will also be required to upload an official letter from the United Way stating their current beneficiary status
  - **United Appeal Fund** will also be required to upload a current year list of all supported beneficiaries
  - **United Appeal Fund Beneficiary** will also be required to upload an official letter from the United Appeal Fund stating their current beneficiary status
  - **Federal Credit Union** will also be required to upload an official letter stating the federal charter
  - **State Credit Union** will also be required to upload an official letter stating the state charter
  - **School PTA/PTO/Booster Club** will also be required to upload an official letter from the school administrator stating that all funds raised will exclusively be used for the benefit of the school

1. Go to <https://myalabamataxes.alabama.gov>.
2. Click the “Register a business/Obtain a new tax account number” under the Businesses panel.



3. Enter applicable information under “Enter your ID” section.

It will take **3 to 5 business days** for us to process your application and issue your new account number(s). To avoid delays, **do not submit additional applications** during that time.

### Enter your ID

Type of business entity (select one)

Corporation



Taxpayer FEIN

\*\*\_\*\*\*9493

Confirm your FEIN

\*\*\_\*\*\*9493

### Existing taxpayers

Do you have any existing tax accounts?

Yes

No



4. Select "Sales Tax Exemption" as the tax type you are applying for.

Most taxes have a mandatory filing requirement. If you are unsure whether a tax applies to your business, please [contact the Alabama Department of Revenue](#).

<input type="checkbox"/> <a href="#">Business Income Tax</a>	<input type="checkbox"/> <a href="#">CNG/LNG Excise Tax</a>	<input type="checkbox"/> <a href="#">CNG Personal Producer</a>
<input type="checkbox"/> <a href="#">Business Privilege Tax</a>	<input type="checkbox"/> <a href="#">Emergency Medical Transport Fee</a>	<input type="checkbox"/> <a href="#">Coal Severance Tax</a>
<input type="checkbox"/> <a href="#">Consumers Use Tax (State)</a>	<input type="checkbox"/> <a href="#">Financial Institution Excise Tax</a>	<input type="checkbox"/> <a href="#">Electronic Nicotine Delivery Systems</a>
<input type="checkbox"/> <a href="#">Fiduciary Income Tax</a>	<input type="checkbox"/> <a href="#">Freight Line Equipment Tax</a>	<input type="checkbox"/> <a href="#">Forest Products Severance Tax</a>
<input type="checkbox"/> <a href="#">Local Taxes (City and County)</a>	<input type="checkbox"/> <a href="#">Lubricating Oils Excise Tax</a>	<input type="checkbox"/> <a href="#">Local Solid Mineral Tax</a>
<input type="checkbox"/> <a href="#">Lodgings Tax (State)</a>	<input type="checkbox"/> <a href="#">Motor Fuel Excise Tax</a>	<input type="checkbox"/> <a href="#">Mobile Communication Services Tax</a>
<input type="checkbox"/> <a href="#">Pass-Through Entity</a>	<input type="checkbox"/> <a href="#">Motor Fuel Single Point</a>	<input type="checkbox"/> <a href="#">Nursing Facility Tax</a>
<input type="checkbox"/> <a href="#">Payroll Withholding Tax</a>	<input type="checkbox"/> <a href="#">Personal Property Tax</a>	<input type="checkbox"/> <a href="#">Oil and Gas Severance Tax</a>
<input type="checkbox"/> <a href="#">Rental or Leasing Tax (State)</a>	<input type="checkbox"/> <a href="#">Pharmaceutical Providers Tax</a>	<input type="checkbox"/> <a href="#">Solid Waste Disposal Fee</a>
<input type="checkbox"/> <a href="#">Sales Tax (State)</a>	<input type="checkbox"/> <a href="#">Prepaid Wireless 911 Service Charge</a>	<input type="checkbox"/> <a href="#">Uniform Severance Tax</a>
<input checked="" type="checkbox"/> <a href="#">Sales Tax Exemption</a>	<input type="checkbox"/> <a href="#">Scrap Tire Environmental Fee</a>	<input type="checkbox"/> <a href="#">Utility Gross Receipts Tax</a>
<input type="checkbox"/> <a href="#">Sellers Use Tax (State)</a>	<input type="checkbox"/> <a href="#">State Inspection Fee</a>	<input type="checkbox"/> <a href="#">Utility Service Use Tax</a>
<input type="checkbox"/> <a href="#">Simplified Sellers Use Tax</a>	<input type="checkbox"/> <a href="#">Storage Tank Trust Fund Charge</a>	<input type="checkbox"/> <a href="#">Utility Tax Exemption</a>

5. Complete the Taxpayer, Contact, and all other information as required.

6. Answer the Preliminary Questions accurately to access the exemption application for statutorily exempt entities.

### Preliminary Questions

1). Are you an organization that has been specifically exempted by statute? To view a list of statutorily exempt entities, [click here](#).

<input checked="" type="radio"/> Yes	<input type="radio"/> No
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7. Select your Exemption Type from the drop-down menu.

An Alabama Sales Tax Certificate of Exemption shall be used by businesses or individuals coming under the provisions of the Alabama Sales Tax Act **who are not required to have a Sales Tax License**. Entities that fall into one of the categories below must apply with the Alabama Department of Revenue and provide supporting documentation specified in the application.

All entities, **except for "governmental entities"**, that are statutorily exempt from Sales, Use or Lodgings tax are mandated to file the quadrennial or annual report of purchases as required by law. **Governmental entities include the Federal Government, State of Alabama, Alabama public schools and universities, Alabama counties and municipalities, Healthcare Authorities, and public corporations incorporated under any of the following: Chapter 50 or 50A of Title 11, Chapter 5 of Title 37, or Chapter 7 of Title 39.**

It will take **5 to 10 business days** for us to process your application and issue your certificate of exemption. To avoid delays, **please do not submit additional applications during that time**. Please select the exemption type you are applying for from the options below, complete the application and attach the required supporting documentation specified for the exemption type.

Exemption Type

Volunteer Fire Department



8. Attach or upload the required documentation for your exemption application.

### Attach Required Documents

As a **Business**, you are required to upload the following documents:

- **FEIN Letter (Form SS-4) furnished by the IRS.**
- **Articles or Bylaws.**

[Attach Documents Here](#)

### Attachments

Type	Name	Description	Size	
Sales Tax Certificate of Exempti	<a href="#">Application Sales Tax Exemptio</a>	FEIN	98.63 KB	<a href="#">Remove</a>
Sales Tax Certificate of Exempti	<a href="#">Application Sales Tax Exemptio</a>	Articles	93.75 KB	<a href="#">Remove</a>

[Add Attachment](#)

9. Review the information in the summary for accuracy and click “Submit.”

**Summary :** BILL, please review the information you have provided. If everything is correct click the **Submit** button.

Taxpayer : Name **ABC MANUFACTURING CO**, FEIN **\*\*-\*9493**

Type : Corporation, C Corporation, Begin **1/1/2025**

Business description : , NAICS code -

Contact Info : **BILL OWENS**, Phone **(999)999-9999**, Email **bill@idc.net**  
Business **(999)999-9999**

**1** owner/officer

Location address : **375 S RIPLEY ST MONTGOMERY AL 36104-4425** (Montgomery County) (verified)

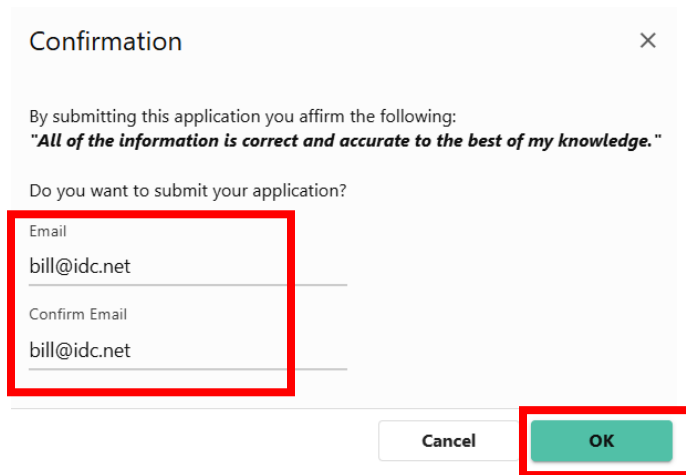
**Sales Tax Exemption :** Issues 5-10 business days after **12/15/2025**, Montgomery County,

[Previous](#)

[Submit](#)



10. Enter your contact email and click "OK."

A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "By submitting this application you affirm the following: 'All of the information is correct and accurate to the best of my knowledge.'" followed by "Do you want to submit your application?". Below this, there are two input fields. The first is labeled "Email" and contains the text "bill@idc.net". The second is labeled "Confirm Email" and also contains "bill@idc.net". At the bottom of the dialog, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.

Confirmation

By submitting this application you affirm the following:  
***"All of the information is correct and accurate to the best of my knowledge."***

Do you want to submit your application?

Email  
bill@idc.net

Confirm Email  
bill@idc.net

Cancel OK

You will receive a confirmation code after submission. You will be notified by mail once the application has been reviewed.