


How to Apply for a Sales Tax Certificate of Exemption for Manufacturers, Wholesalers, etc., through My Alabama Taxes (Form ST: EX-A1)

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)
 - **Manufacturers/Wholesalers** will also be required to upload a list of Alabama customers which includes the business name, business location, and Exemption (EXM), Sales Tax (SLS), or Sales Tax Direct Pay (SDP) account numbers
 - **Online Retail Through Marketplace Facilitator** will also be required to upload their seller profile page, sales summary, or official letter from the marketplace facilitator
 - **Single Point Tax Collection Facility** will also be required to upload the ALDOR's Single Point of Sale form

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



Businesses
Manage items for my business.

- > [Register a business/Obtain a new tax account number](#)
- > [View or upload a report](#)
- > [Verify an exemption certificate](#)
- > [Nexus Questionnaire/Voluntary Disclosure Agreement](#)
- > [Respond to a garnishment letter](#)
- > [Sign a business tax return](#)

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

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

6. Answer the Preliminary Questions accurately to access the exemption application for manufacturers, wholesalers, etc.

Preliminary Questions

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

Yes	No
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2). Are you making retail sales in Alabama? A retail sale is a sale of tangible personal property in which you are required to charge and collect sales tax from your customer.

Yes	No
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7. Select your Exemption Type from the drop-down menu and enter the product manufactured or sold.

Choose An Exemption Type

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.

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
Manufacturer
Type Of Product Manufactured and/or Sold
Widgets



8. Select the county of your primary business location in Alabama. If applying out-of-state, then click the out-of-state box.

Choose A County

Your application request will be sent to the county you select below for review. Please select the county of your **primary Alabama location**.

☐ Are you applying out-of-state?

County
Montgomery

9. 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.**

As a **Manufacturer**, you are required to upload the following document:

- **List of Alabama customers which includes the business name, business location, and Exemption (EXM), Sales Tax (SLS), or Sales Tax Direct Pay (SDP) account numbers.**

Attach Documents Here

Attachments

Type	Name	Description	Size	
Sales Tax Certificate of Exempti	Application Sales Tax Exemptio	FEIN	98.63 KB	Remove
Sales Tax Certificate of Exempti	Application Sales Tax Exemptio	Articles	93.75 KB	Remove
Sales Tax Certificate of Exempti	Application Sales Tax Exemptio	Customer list	84.96 KB	Remove

10. 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.

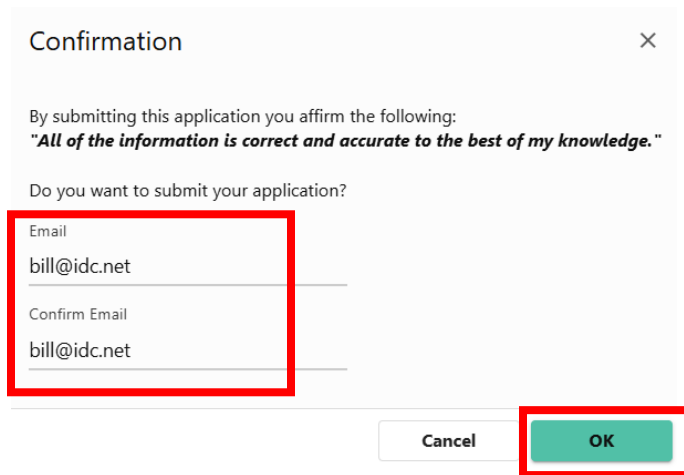
Taxpayer : Name **ABC MANUFACTURING CO**, FEIN ****-***9493**
Type : Corporation, C Corporation, Begin **1/1/2025**
Business description : , NAICS code -
Contact Info : **BILL OWENS**, Phone **(999)999-9999**, Email **bill@idc.net**
Business **(999)999-9999**
1 owner/officer
Location address : **375 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



11. 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.