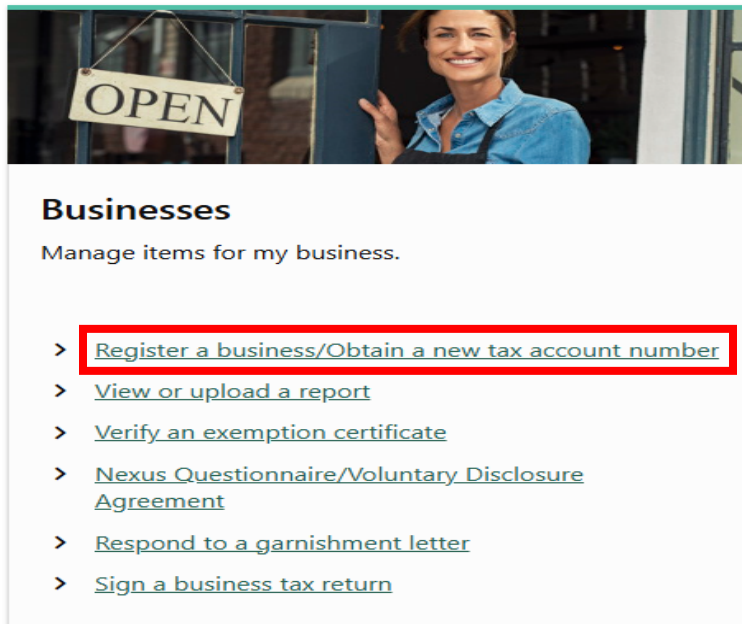


How to Apply for a Utility/Mobile Communication Services Tax Certificate of Exemption through My Alabama Taxes (Form ST: EX-A3)

Before you begin:

- An Alabama Utility/Mobile Communication Services Tax Certificate of Exemption shall be used by people or entities **who are not required to have a utility tax and/or mobile communication services tax license** under the provisions of the Utility Gross Receipts Tax and Mobile Communication Services Tax statutes.
- 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)

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](#).

☐ [Business Income Tax](#)

☐ [Business Privilege Tax](#)

☐ [Consumers Use Tax \(State\)](#)

☐ [Fiduciary Income Tax](#)

☐ [Local Taxes \(City and County\)](#)

☐ [Lodgings Tax \(State\)](#)

☐ [Pass-Through Entity](#)

☐ [Payroll Withholding Tax](#)

☐ [Rental or Leasing Tax \(State\)](#)

☐ [Sales Tax \(State\)](#)

☐ [Sales Tax Exemption](#)

☐ [Sellers Use Tax \(State\)](#)

☐ [Simplified Sellers Use Tax](#)

☐ [CNG/LNG Excise Tax](#)

☐ [Emergency Medical Transport Fee](#)

☐ [Financial Institution Excise Tax](#)

☐ [Freight Line Equipment Tax](#)

☐ [Lubricating Oils Excise Tax](#)

☐ [Motor Fuel Excise Tax](#)

☐ [Motor Fuel Single Point](#)

☐ [Personal Property Tax](#)

☐ [Pharmaceutical Providers Tax](#)

☐ [Prepaid Wireless 911 Service Charge](#)

☐ [Scrap Tire Environmental Fee](#)

☐ [State Inspection Fee](#)

☐ [Storage Tank Trust Fund Charge](#)

☐ [CNG Personal Producer](#)

☐ [Coal Severance Tax](#)

☐ [Electronic Nicotine Delivery Systems](#)

☐ [Forest Products Severance Tax](#)

☐ [Local Solid Mineral Tax](#)

☐ [Mobile Communication Services Tax](#)

☐ [Nursing Facility Tax](#)

☐ [Oil and Gas Severance Tax](#)

☐ [Solid Waste Disposal Fee](#)

☐ [Uniform Severance Tax](#)

☐ [Utility Gross Receipts Tax](#)

☐ [Utility Service Use Tax](#)

☒ [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.

Preliminary Questions

1). Are you furnishing taxable utility services (electricity, domestic water, natural gas, or telephone) in Alabama?

Yes

No



7. Answer the out-of-state question, select your exemption type from the drop-down menu, and select the utility service you are tax-exempt from.

Exemption Type

An Alabama Utility/Mobile Communication Services Tax Certificate of Exemption shall be used by businesses, organizations, or individuals coming under the provisions of the Utility Gross Receipts Tax and Mobile Communication Services Tax statutes **who are not required to have a Utility Gross Receipts Tax and/or Mobile Communication Services 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.

Are you applying out-of-state?

Yes	No
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Choose an Exemption Type

Statutorily Exempt Entity

Select from the following which type of statutorily exempt entity you are.

United Appeal Fund/United Appea

Select from the following which services you are tax-exempt from.

☒ Electricity

☒ Domestic Water

☒ Natural Gas

☒ Telephone

☒ Mobile Communication

8. If not a Statutorily Exempt Entity, then select the county of your primary business location in Alabama. If you are a Statutorily Exempt Entity, then choosing a county is not applicable to your application.

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.

As a **Business** or **Organization**, 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	Application Sales Tax Exemptic	FEIN	93.75 KB	Remove
Sales Tax Certificate of Exempti	Application Sales Tax Exemptic	Articles	64.45 KB	Remove

[Add Attachment](#)

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

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

Taxpayer : Name **ABC UTILITIES**, FEIN ****-*9493**

Type : Corporation, C Corporation, Begin **12/1/2025**

Business description : , NAICS code -

Contact Info : **ROBERT HALL**, Phone **(999)999-9999**, Email **rhall@idc.net**
Business **(999)999-9999**

1 owner/officer

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

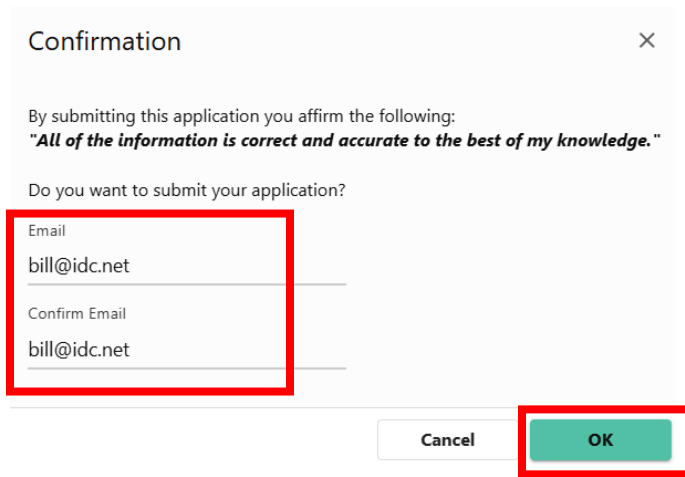
Utility Tax Exemption : Issues 5-10 business days after **12/15/2025**.

[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.'" Below this, it asks "Do you want to submit your application?". There are two input fields: "Email" and "Confirm Email", both containing the text "bill@idc.net". A red rectangle highlights these two input fields. At the bottom, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red rectangle.

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.