



ALABAMA DEPARTMENT OF REVENUE
SALES AND USE TAX DIVISION

ST: EX-A1
11/11

Application for Sales Tax Certificate of Exemption

An Alabama Sales Tax Certificate of Exemption shall be used by persons, firms, or corporations coming under the provisions of the Alabama Sales Tax Act who are not required to have a Sales Tax License.

PLEASE COMPLETE EACH LINE APPLICABLE TO YOUR BUSINESS. A SALES TAX CERTIFICATE OF EXEMPTION WILL NOT BE ISSUED UNTIL THIS APPLICATION IS PROPERLY COMPLETED.

1. Federal Employer Identification Number (FEIN) _____ 2. Business Telephone (____) _____

3. _____
NAME OF PERSON(S), FIRM, CORPORATION, ASSOCIATION, CO-PARTNERSHIP MAKING APPLICATION.

GIVE TRADE NAME

4. Mailing address of home office _____
P. O. BOX OR STREET NO. OR R.F.D.

CITY COUNTY STATE ZIP CODE

5. Number of businesses in Alabama _____ Location _____
CITY STREET AND NO. OF HWY. COUNTY

Location must be exact street number or, if on highway or rural route, give details of location. If more than one location, please attach schedule.

6. Kind and Class of Business _____
WHOLESALE, MANUFACTURER, ETC.

7. Type Product Manufactured and/or sold _____

8. REASON EXEMPTION CLAIMED _____

9. Form of ownership: [] Individual [] Partnership [] Corporation [] Multi member LLC [] Single member LLC
If applicant is a corporation, a copy of the certified certificate of incorporation, amended certificate of incorporation, certificate of authority, or articles of incorporation should be attached. If the applicant is a limited liability company or a limited liability partnership, a copy of the certified articles of organization should be attached.

10. Ownership information (see page two for a list of acceptable documents for proof of citizenship):
Corporations - give name, title, home address, and Social Security Number of each officer.
Partnerships - give name, home address, Social Security Number or FEIN of each partner, and valid Alabama driver's license or other acceptable citizenship documentation.
Sole Proprietorships - give name, home address, Social Security Number of owner, and valid Alabama driver's license or other acceptable citizenship documentation.
LLC - give name, home address, and Social Security Number or FEIN of each member. (Valid Alabama driver's license or other acceptable citizenship documentation is required for single member LLCs.)
LLP - give name, home address, and Social Security Number or FEIN of each partner.

Signed _____ Signed _____
Title _____ Date _____ Title _____ Date _____

MAIL ORIGINAL AND ONE COPY OF APPLICATION TO THE TAXPAYER SERVICE CENTER LISTED ON PAGE THREE THAT SERVES THE COUNTY IN WHICH YOU ARE LOCATED.

REVENUE DEPARTMENT USE ONLY

Examiner's Remarks _____

Examiner _____ Date _____

Supervisor's Recommendation _____

Supervisor _____ Date _____

ALVerify Verification Code _____ Entity ID Number _____

U.S. Citizenship Documents List

EVIDENCE OF UNITED STATES CITIZENSHIP SHALL BE DEMONSTRATED BY PROVIDING A LEGIBLE PHOTOCOPY OF ONE OF THE FOLLOWING DOCUMENTS:

1. Alabama Driver's license or non-driver's identification card or a driver's license or non-driver's identification card issued by another state of the United States, if the state agency indicates on the driver's license or non-driver's identification card that the person has provided satisfactory proof of U.S. citizenship. (The driver's license must be valid which means it has not expired or been suspended.)
2. U.S. birth certificate.
3. Valid or expired passport identifying the applicant and the applicant's passport number.
4. Naturalization documents or the number of the certificate of naturalization (number must be verified with the U.S. Bureau of Citizenship and Immigration Services by the county election officer or the Secretary of State).
5. Proof issued by the federal government pursuant to the Immigration and Nationality Act of 1952.
6. Bureau of Indian Affairs card number, tribal treaty card number or tribal enrollment number.
7. Consular report of birth abroad of a citizen of the U.S.
8. Certificate of citizenship issued by the U.S. Citizenship and Immigration Services.
9. Certification of report of birth issued by the U.S. Department of State.
10. American Indian card, with KIC classification, issued by the U.S. Department of Homeland Security.
11. Final adoption decree showing the applicant's name and U.S. birthplace.
12. Official U.S. military record of service showing the applicant's place of birth in the U.S.
13. An extract from a U.S. hospital record of birth created at the time of the applicant's birth indicating the applicant's place of birth in the U.S.

Lawfully Present Alien Documents List

A PERSON IS PRESUMED TO BE AN ALIEN WHO IS LAWFULLY PRESENT IN THE UNITED STATES IF THE PERSON PROVIDES A LEGIBLE PHOTOCOPY OF ONE OF THE FOLLOWING DOCUMENTS:

1. A valid, unexpired Alabama driver's license.
2. A valid, unexpired Alabama non-driver identification card.
3. A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.
4. Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the U.S. before issuance.
5. A foreign passport with an unexpired U.S. Visa and a corresponding stamp or notation by the U.S. Department of Homeland Security indicating the bearer's admission to the U.S.
6. A foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94 W form by the U.S. Department of Homeland Security indicating the bearer's admission to the U.S.

Taxpayer Service Centers

- **AUBURN/OPELIKA**

3300 Skyway Drive (Zip 36830)
 P.O. Box 2929
 Auburn, AL 36831-2929
 Telephone: (334) 887-9549

Counties:

Chambers	Lee	Talladega
Clay	Randolph	Tallapoosa
Coosa	Russell	

- **DOTHAN**

344 North Oates Street (Zip 36303)
 P.O. Box 5739
 Dothan, AL 36302-5739
 Telephone: (334) 793-5803

Counties:

Barbour	Dale	Henry
Coffee	Geneva	Houston
Covington		

- **GADSDEN**

235 College Street (Zip 35901)
 P.O. Box 1190
 Gadsden, AL 35902-1190
 Telephone: (256) 547-0554

Counties:

Blount	Cleburne	Marshall
Calhoun	DeKalb	St. Clair
Cherokee	Etowah	

- **HUNTSVILLE**

4920 Corporate Drive, Suite H (Zip 35805)
 P.O. Box 11487
 Huntsville, AL 35814-1487
 Telephone: (256) 837-2319

Counties:

Colbert	Jackson	Limestone
Cullman	Lauderdale	Madison
Franklin	Lawrence	Morgan

- **JEFFERSON/SHELBY**

2020 Valleydale Road, Suite 208 (Zip 35244)
 P.O. Box 1927
 Pelham, AL 35124
 Telephone: (205) 733-2740

Counties:

Jefferson	Shelby
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- **MOBILE**

955 Downtowner Boulevard (Zip 36609)
 P.O. Drawer 160406
 Mobile, AL 36616-1406
 Telephone: (251) 344-4737

Counties:

Baldwin	Conecuh	Monroe
Choctaw	Escambia	Washington
Clarke	Mobile	Wilcox

- **MONTGOMERY**

1021 Madison Avenue (Zip 36104)
 P.O. Box 327490
 Montgomery, AL 36132-7490
 Telephone: (334) 242-2677

Counties:

Autauga	Crenshaw	Macon
Bullock	Dallas	Montgomery
Butler	Elmore	Pike
Chilton	Lowndes	

- **TUSCALOOSA**

518 19th Avenue (Zip 35401)
 P.O. Box 2467
 Tuscaloosa, AL 35403-2467
 Telephone: (205) 759-2571

Counties:

Bibb	Marengo	Sumter
Fayette	Marion	Tuscaloosa
Greene	Perry	Walker
Hale	Pickens	Winston
Lamar		