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Commissioner

# State of Alabama Department of Revenue

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October 20, 2017

## NOTICE

### **To all Statutorily Exempt Organizations that currently have an Alabama Sales and Use Tax Certificate of Exemption:**

Effective October 1, 2017, Act 2015-534 requires that all statutorily exempt organizations must file a quadrennial informational report (once every four years). United appeal funds and their supported charities are required to both timely file the quadrennial informational report and maintain a current and valid certificate of exemption. **If a united appeal organization or supported charity fails to comply with the aforementioned requirements, the exemption provided in Section 40-9-12 will be lost and the organization or member agency will not be eligible for renewal.**

We are sending this letter as a reminder that the first report is due by **October 31, 2017**, for the period of **October 1, 2016** through **September 30, 2017**. You should have previously received a letter from the Department containing the online filing information needed to access your exemption account and file the report online through "My Alabama Taxes" (MAT). If you have not received your letter with the online filing information or if you have misplaced your letter, please contact our office at 334-242-1490.

**NOTE: If you have not already filed your report, you still have time to file before the October 31, 2017, deadline. The report must be filed in order to maintain your exemption and be eligible for certificate renewal.**

In order to access your exemption account and file the report, you will need to visit our MAT website at <https://myalabamataxes.alabama.gov> and create a MAT web profile (username and password). If you already have a MAT web profile (username), you may add your exemption account to your current profile. You will find step-by-step instructions on how to create a web profile and how to add access to an existing account at: [https://revenue.alabama.gov/wp-content/uploads/2017/05/st-mat\\_info.pdf](https://revenue.alabama.gov/wp-content/uploads/2017/05/st-mat_info.pdf).

For additional information regarding the required informational report, you may view Sales & Use Tax Rule 810-6-5-.02.02 at the following web address: <https://revenue.alabama.gov/sales-use/>.

For all other information concerning this guidance, you may contact the Sales and Use Tax Division Exemption Unit at (334) 242-1490 or by e-mail at [stexemptionunit@revenue.alabama.gov](mailto:stexemptionunit@revenue.alabama.gov).