



AGRICULTURAL EXEMPTION LICENSE GUIDE

Department of Revenue User Guide



KENTUCKY DEPARTMENT OF
REVENUE

**TEAM
KENTUCKY.**
FINANCE AND
ADMINISTRATION CABINET

This User Guide provides instructions for linking an Agricultural Exemption License tax account to an existing MyTaxes Portal account. Also included in this guide are step-by-step instructions for submitting an Agricultural Exemption License Renewal application. This guide applies to MyTaxes users who have previously created a MyTaxes username and signed in at MyTaxes.ky.gov.

Disclaimer: The information in this presentation is for educational and informational purposes only and does not constitute legal advice. Information is presented as an overall review that is subject to law changes and may not apply to all statutes. Information in this presentation is believed to be accurate as of the date of publication. In the event that any information in this manual is later determined to be in error, this manual cannot be used by taxpayers in supporting a specific position or issue before the Department of Revenue, as it does not constitute statutory or regulatory authority.

User Guide Last Updated: 09/10/2026

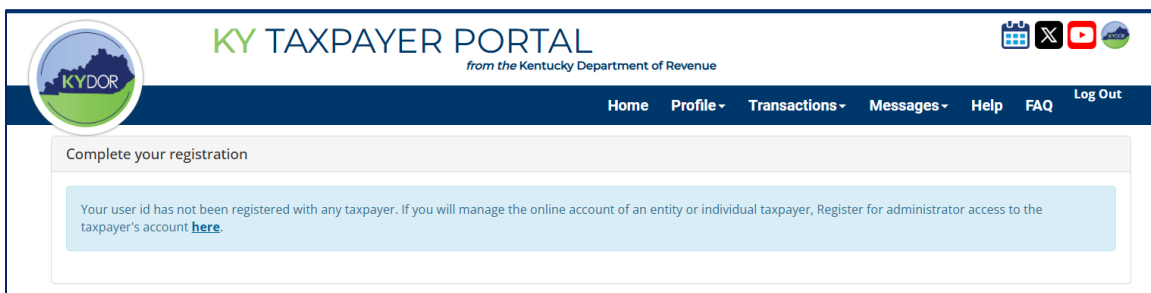
Linking your Agricultural Exemption Account

To link your Agricultural Exemption tax account to your MyTaxes Portal account, you will use the Personal Identification Number (PIN) that was sent to the Mailing Address on file with the Department of Revenue. PIN letters will not be sent via email. Follow these steps to link your account.

If this is your first time accessing the MyTaxes Portal and you do not have an account, please review the steps in the [Create an Account User Guide](#), available online at the [MyTaxes Resource Center](#).

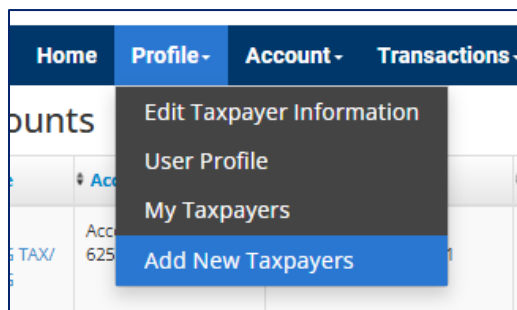
Newly created MyTaxes user accounts

Newly created MyTaxes user accounts will see the “Complete your registration” page when logging in for the first time. To begin adding your Agricultural Exemption account, select the word **here** in the *Complete your registration* box.



MyTaxes users with existing accounts

MyTaxes users with existing accounts, who need to add their Agricultural Exemption account, will begin by selecting **Profile** from the main menu ribbon, then **Add New Taxpayers**.



1. From the options list, select the **button** next to “*I have received my PIN letter and would like to request access to my business using my PIN.*” Then select **Next**.

Select one of the options below ⓘ

Progress 0%

To associate your account with a taxpayer, select an option below.

Business Tax Filers: You will be asked to provide information from your most recently filed tax return. If you do not have this information, please select the "I need a PIN Letter" option below to request a PIN be mailed to your address on file. Please note this PIN letter can only be sent via mail.

☐ I do not have enough information about my business and I need a PIN letter

☒ I have received my PIN letter and would like to request access to my business using my PIN

☐ I would like to enter information from my most recently filed Corporation Income and/or LLET Tax Return

☐ I would like to enter information from my most recently filed Electric Vehicle Power Tax Return

◀ Back Cancel Next

2. On the Add Authorized Taxpayer screen, choose **Agricultural Exemption ID** from the Account Type dropdown menu.

Add Authorized Taxpayer ⓘ

Progress 25%

Please provide information on the entity that you are legally authorized to view.

User ID User Name

Entity Information

* Account Type

* Kentucky Tax Account ID

* Personal Identification Number (PIN)

AGRICULTURAL EXEMPTION ID

CBI

COMMERCIAL RADIO SALES

CONSUMERS USE TAX

CORPORATE INCOME LLET

◀ Back Cancel

3. Type in the **Agricultural Exemption ID number without the dash** into the Kentucky Tax Account ID field and the **Personal Identification Number (PIN)** you received in the mail, then select **Next**.

Add Authorized Taxpayer ⓘ

Progress 25%

Please provide information on the entity that you are legally authorized to view.

User ID User Name

* indicates required field

Entity Information

* Account Type AGRICULTURAL EXEMPTION ID

* Kentucky Tax Account ID

* Personal Identification Number (PIN) 1122334455

Back Cancel Next

4. To confirm you are legally authorized to view the information, select **Yes** on the Authorized Taxpayer – Signature screen.

Authorized Taxpayer - Signature ⓘ

Progress 50%

I understand that any person who inspects information on the Portal without authorization from the taxpayer may be fined and/or imprisoned as provided in KRS 131.990(1)(a). Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.

No Yes

5. The Registration Confirmation screen will appear. The Agricultural Exemption tax account is now linked.

Add Authorized Taxpayer ⓘ

Progress 100%

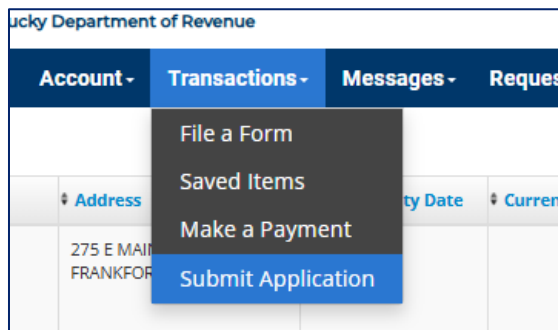
Registration Confirmation

Your registration modification has been confirmed. If you do not see changes to your secure services within 24 hours, please contact the Help Desk at 502-564-5053. [Help Desk](#)

Renewing an Agricultural Exemption License

Follow these steps to submit the renewal form for your Agricultural Exemption License.

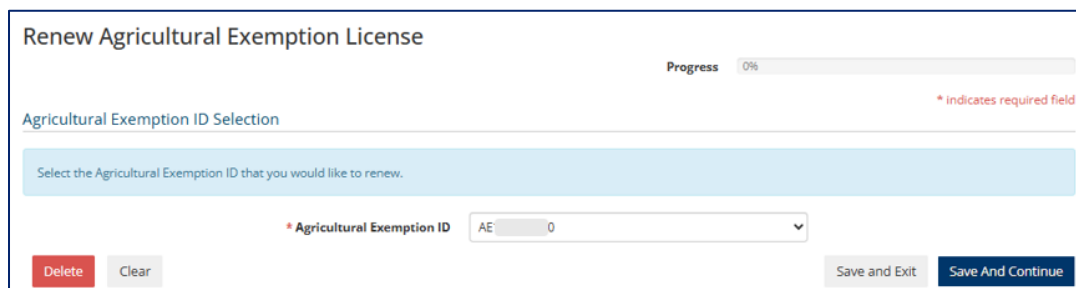
1. From the Main Menu ribbon, choose **Transactions** then **Submit Application** from the dropdown menu.



2. On the Submit Application page, choose the **Renew Agricultural Exemption License** tile.



3. Choose the **Agricultural Exemption ID** from the dropdown menu, then select **Save and Continue**.

A screenshot of the 'Renew Agricultural Exemption License' form. At the top, the title 'Renew Agricultural Exemption License' is on the left, and 'Progress 0%' is on the right. Below the title is a section 'Agricultural Exemption ID Selection'. Inside this section, there's a light blue box with the text 'Select the Agricultural Exemption ID that you would like to renew.' Below this box is a dropdown menu labeled '* Agricultural Exemption ID' with 'AE' and '0' selected. To the left of the dropdown are 'Delete' and 'Clear' buttons. To the right are 'Save and Exit' and 'Save And Continue' buttons. A red asterisk with the text '* indicates required field' is located to the right of the dropdown menu.

4. On the Agricultural Exemption License Information page, begin with the *Agricultural Exemption Farm Info*. Confirm the information shown is correct and type in updates where necessary.

Note: No edits can be made to the Legal Name and FEIN fields online. If the Legal Name or FEIN need to be edited, please contact the Department of Revenue Division of Registration at 502-564-3306.

The screenshot shows the 'Agricultural Exemption License Information' page. At the top right, a progress bar indicates 50% completion. Below the title, the section 'Agricultural Exemption Farm Info' is highlighted. A light blue instruction box states: 'Provide information for the Farm applying to renew the Agricultural Exemption License.' Below this, several fields are listed: 'DBA Name' with the value 'JANE'S FARM'; '* Legal Name' with the value 'JANE'S CROPS AND MORE FARM' (marked as required); 'Driver's License Number'; 'SSN' with the value '###-##-####'; 'FEIN' with the value '##-#####'; and '* Authorized Representative' with the value 'JANE KENTUCKY' (marked as required). At the bottom, the 'Type of Agricultural Business Activity' section is partially visible.

5. In the *Type of Agricultural Business Activity* section, confirm the selections are accurate. Make changes, if necessary, by selecting the **boxes** next to the agricultural business activity to add or remove them as a type of activity in which the agricultural business is currently engaged.

The screenshot shows the 'Type of Agricultural Business Activity' section. A light blue instruction box states: 'Identify the type of agricultural business activity still engaged in by checking all the below that apply to the operation.' Below this, a list of activities is shown with checkboxes: 'Crop Production' (checked), 'Dairy Farming and production', 'Livestock and products for consumption', 'Poultry and egg production', 'Raising and feeding alpacas', 'Raising and feeding aquatic organisms', 'Raising and feeding buffalos', 'Raising and feeding cervids', 'Raising and feeding llamas', and 'Raising and feeding ratite birds'. At the bottom, there is a text box for 'Explanation for Changes to Type of Agricultural Business Activity' and a link for 'Farm Address'.

6. In the *Farm Address* section, choose an address from the *Farm Address* dropdown menu to automatically fill this section. If a new address needs to be added, choose *Add a New Address* from the dropdown menu then complete the fields. All fields marked with an asterisk must be completed.

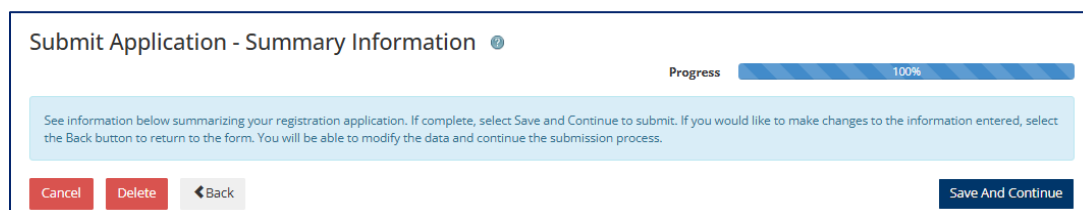
The screenshot shows the 'Farm Address' form. At the top, there is a light blue instruction bar that reads: 'Verify farm address. If an address has changed, please select Add a New Address to update this information.' Below this, the form contains several fields: a dropdown for '* Farm Address' (currently set to 'Add a New Address'), a dropdown for '* Country' (set to 'UNITED STATES'), a text field for 'Attn', a text field for '* Address Line1', a text field for 'Address Line2', a text field for '* City', a dropdown for '* State' (set to 'KENTUCKY'), and a text field for '* Zip Code'. The label 'Mailing Address' is visible at the bottom left of the form area.

7. Next, verify the *Mailing Address* for the Agricultural Exemption account. Choose an address from the *Mailing Address* dropdown menu to automatically fill this section. If a new Mailing Address needs to be added, choose *Add a New Address* from the dropdown menu then complete the fields. All fields marked with an asterisk must be completed.

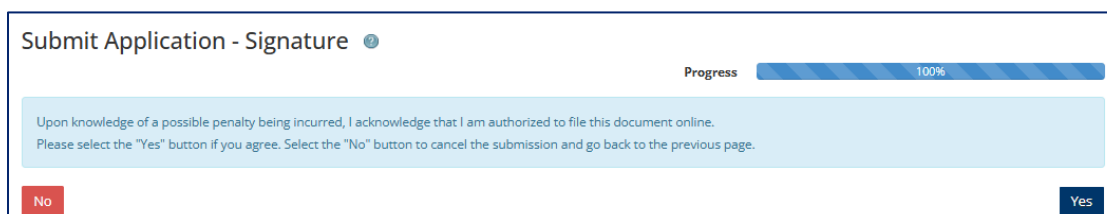
Once all information has been entered and confirmed, select **Save and Continue** to move forward.

The screenshot shows the 'Mailing Address' form. It has a light blue instruction bar at the top: 'Verify mailing address. If an address has changed, please select Add a New Address to update this information.' The form fields are identical to the 'Farm Address' form: '* Mailing Address' dropdown (set to 'Add a New Address'), '* Country' dropdown (set to 'UNITED STATES'), 'Attn' text field, '* Address Line1' text field, 'Address Line2' text field, '* City' text field, '* State' dropdown (set to 'KENTUCKY'), and '* Zip Code' text field. At the bottom of the form, there are four buttons: 'Back' (with a left arrow), 'Delete' (in red), 'Clear', and 'Save and Continue' (in blue). A 'Save and Exit' button is also present.

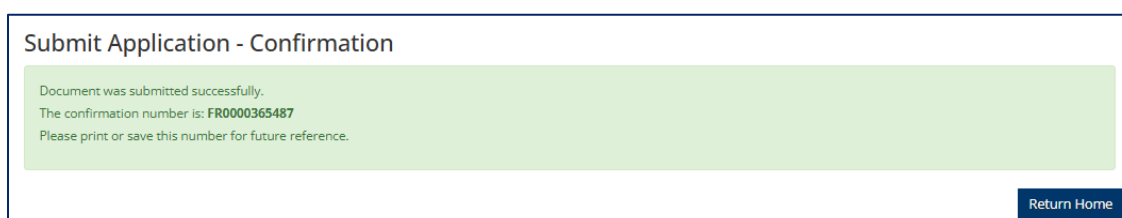
8. On the Submit Application – Summary Information page, confirm the information entered is accurate. If correct, select **Save and Continue**. If necessary, select the **Back** button to return to the previous page and make any edits.



9. Confirm you are authorized to file this form by selecting **Yes** on the Submit Application – Signature page.



10. A confirmation page will display once the Agricultural Exemption License Renewal has been successfully submitted. Save the Confirmation Number for your records.



Application Status

Once the Agricultural Exemption License Renewal form is submitted, users can check the status of their renewal.

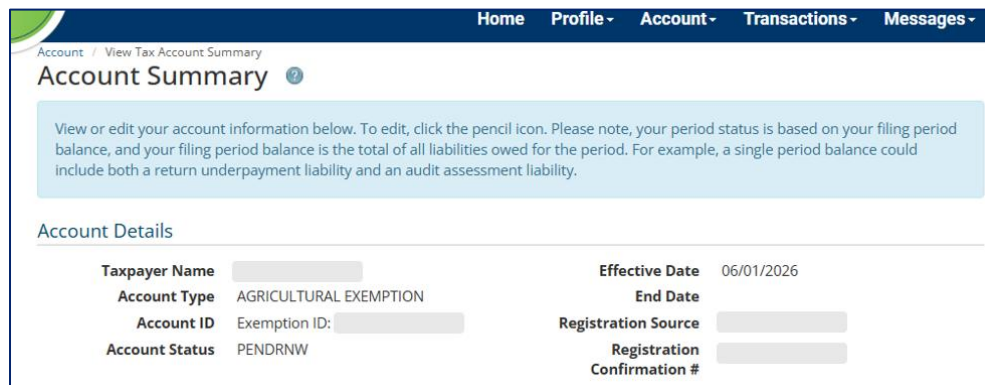
1. Log into the MyTaxes portal and select the **Agricultural Exemption** account hyperlink from the *Tax Accounts* grid.



The screenshot shows the 'Tax Accounts' section of the MyTaxes portal. At the top, there is a navigation bar with links: Home, Profile, Account, Transactions, Messages, Requests, Help, FAQ, and Log Out. Below the navigation bar, the 'Tax Accounts' title is displayed with a help icon. A table lists the tax accounts with columns: Account Type, Account ID, Address, Last Activity Date, Current Balance, and Last Period Filed. One account is listed: AGRICULTURAL EXEMPTION, with Exemption ID: AE 8, Address: FRANKFORT, KY 40, and a Current Balance of \$0.00.

Account Type	Account ID	Address	Last Activity Date	Current Balance	Last Period Filed
AGRICULTURAL EXEMPTION	Exemption ID: AE 8	FRANKFORT, KY 40		\$0.00	

2. The *Account Status* will show if the Agricultural Exemption License Renewal is Approved, Denied, or Pending. In the example below, the Account Status shows "PENDRNW" – Pending Renewal.



The screenshot shows the 'Account Summary' page. At the top, there is a navigation bar with links: Home, Profile, Account, Transactions, and Messages. Below the navigation bar, the 'Account Summary' title is displayed with a help icon. A light blue box contains a message: 'View or edit your account information below. To edit, click the pencil icon. Please note, your period status is based on your filing period balance, and your filing period balance is the total of all liabilities owed for the period. For example, a single period balance could include both a return underpayment liability and an audit assessment liability.' Below the message, the 'Account Details' section is shown. It contains two columns of information. The left column lists: Taxpayer Name, Account Type (AGRICULTURAL EXEMPTION), Account ID (Exemption ID:), and Account Status (PENDRNW). The right column lists: Effective Date (06/01/2026), End Date, Registration Source, and Registration Confirmation #.

Account Details	
Taxpayer Name	Effective Date 06/01/2026
Account Type AGRICULTURAL EXEMPTION	End Date
Account ID Exemption ID:	Registration Source
Account Status PENDRNW	Registration Confirmation #

Reviewing Agricultural Exemption Account Demographic Information

Once linked, you can review the demographic information for your Agricultural Exemption Account and make updates as needed.

1. From the MyTaxes Portal homepage, select the **Agricultural Exemption** account hyperlink from the *Tax Accounts* grid.

from the Kentucky Department of Revenue					
Home Profile Account Transactions Messages Requests Help FAQ Log Out					
Tax Accounts ⓘ					
Account Type	Account ID	Address	Last Activity Date	Current Balance	Last Period Filed
AGRICULTURAL EXEMPTION	Exemption ID: AE 8	FRANKFORT, KY 40 75		\$0.00	

2. On the Account Summary screen, review the information to confirm accuracy. Selecting the pencil icon next to Location Address, Mailing Address, Phone Number, and Email Address allows those areas to be updated at any time.

Account Summary ⓘ

View or edit your account information below. To edit, click the pencil icon. Please note, your period status is based on your filing period balance, and your filing period balance is the total of all liabilities owed for the period. For example, a single period balance could include both a return underpayment liability and an audit assessment liability.

Account Details

Taxpayer Name		Effective Date	06/01/2026
Account Type	AGRICULTURAL EXEMPTION	End Date	
Account ID	Exemption ID: AE 38	Registration Source	ITP
Account Status	APPROVED	Registration Confirmation #	Fi 74

Location Address ⓘ	Mailing Address ⓘ
FRANKFORT, KY 40601 UNITED STATES	FRANKFORT, KY 40601 UNITED STATES
Phone Number ⓘ	Email Address ⓘ
Phone Number Extension Foreign Number	JANEKENTUCKY@KENTUCKY.USA

Filing Periods ⓘ

Thank you for doing business in Kentucky. For questions on the process contained in this guide or other MyTaxes Portal questions, please contact the Kentucky Department of Revenue Customer Contact Center at 502-764-5555. Representatives are available to assist Kentuckians Monday through Friday, excluding State Holidays.