



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.

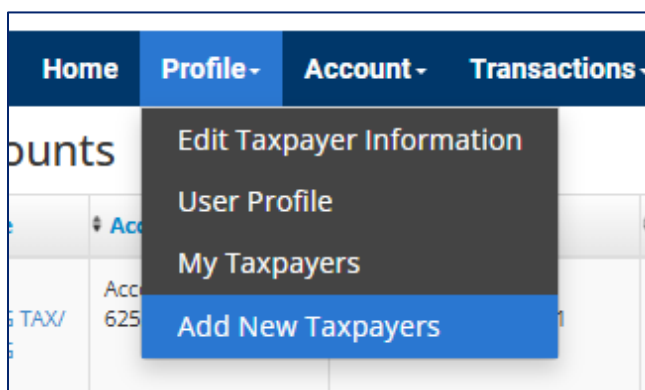
Disclaimer: The information in this presentation is for educational and informational purposes only and does not constitute legal advice. Information is presented as an overall review that is subject to law changes and may not apply to all statutes. Information in this presentation is believed to be 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: 08/21/2026

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.

1. Once you receive the PIN letter in the mail, log into your MyTaxes Portal account. From the *Main Menu* ribbon, choose **Profile** then **Add New Taxpayers** from the dropdown menu.



2. 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**.

A screenshot of a web form titled 'Select one of the options below'. At the top right, there is a 'Progress' indicator showing '0%'. Below the title, a light blue box contains instructions: '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.' Below this box, there are four radio button options. The second option, 'I have received my PIN letter and would like to request access to my business using my PIN', is selected with a blue dot. The other three options are unselected. At the bottom of the form, there are three buttons: 'Back' (with a left arrow), 'Cancel' (in a red box), and 'Next' (in a blue box).

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

The screenshot shows the 'Add Authorized Taxpayer' screen with a progress bar at 25%. The 'Entity Information' section includes fields for 'Account Type', 'Kentucky Tax Account ID', and 'Personal Identification Number (PIN)'. The 'Account Type' dropdown menu is open, showing options: 'AGRICULTURAL EXEMPTION ID' (selected), 'CBI', 'COMMERCIAL RADIO SALES', 'CONSUMERS USE TAX', and 'CORPORATE INCOME LLET'. There are 'Back' and 'Cancel' buttons at the bottom left.

4. Type in the **Agricultural Exemption ID** number into the Kentucky Tax Account ID field and the **Personal Identification Number (PIN)** you received in the mail, then select **Next**.

The screenshot shows the 'Add Authorized Taxpayer' screen with a progress bar at 25%. The 'Entity Information' section includes fields for 'Account Type', 'Kentucky Tax Account ID', and 'Personal Identification Number (PIN)'. The 'Account Type' dropdown menu is closed, showing 'AGRICULTURAL EXEMPTION ID'. The 'Kentucky Tax Account ID' field contains a masked number (*****). The 'Personal Identification Number (PIN)' field contains the number '1122334455'. There are 'Back', 'Cancel', and 'Next' buttons at the bottom.

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

The screenshot shows the 'Authorized Taxpayer - Signature' screen with a progress bar at 50%. It includes a consent statement: '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.' There are 'No' and 'Yes' buttons at the bottom.

6. 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](#)

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

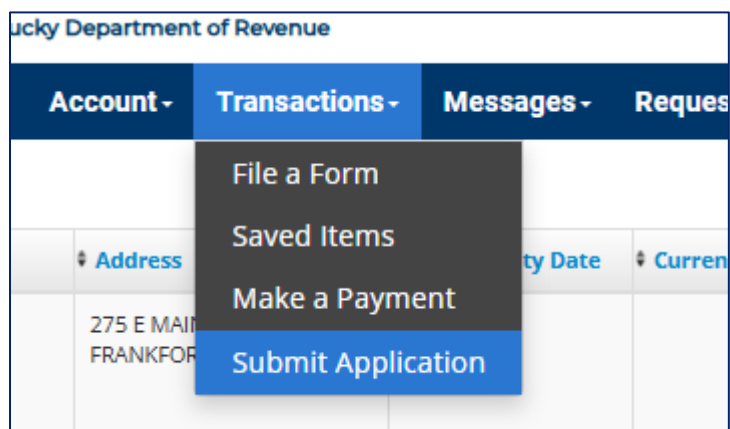
Phone Number 	Email Address 
Phone Number Extension Foreign Number	JANEKENTUCKY@KENTUCKY.USA

Filing Periods 

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.

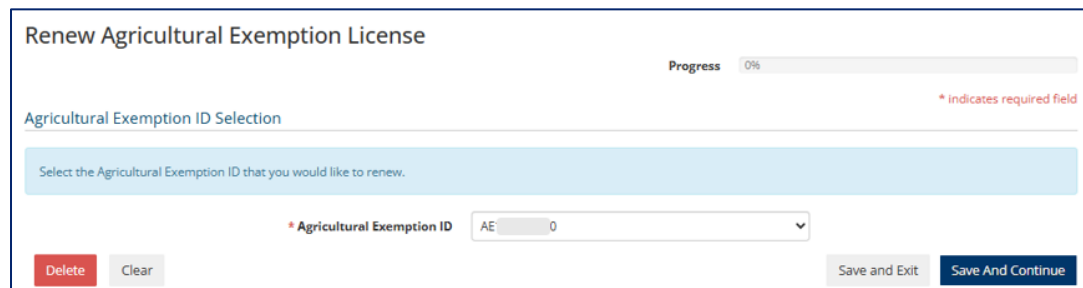


The screenshot shows the 'Jucky Department of Revenue' header and a main menu ribbon with 'Account -', 'Transactions -', 'Messages -', and 'Reques'. The 'Transactions -' dropdown menu is open, displaying options: 'File a Form', 'Saved Items', 'Make a Payment', and 'Submit Application' (which is highlighted in blue). Below the menu, a table is partially visible with columns for 'Address', 'ty Date', and 'Curren'.

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 a web form titled "Renew Agricultural Exemption License". At the top right, there is a "Progress" indicator showing "0%". Below the title, there is a section titled "Agricultural Exemption ID Selection" with a red asterisk indicating a required field. A light blue box contains the instruction: "Select the Agricultural Exemption ID that you would like to renew." Below this is a dropdown menu labeled "Agricultural Exemption ID" with the value "AE: 0" selected. At the bottom left are "Delete" and "Clear" buttons. At the bottom right are "Save and Exit" and "Save And Continue" buttons. A red asterisk indicates required fields.

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.

Agricultural Exemption License Information

Progress

50%

Agricultural Exemption Farm Info

* indicates required field

Provide information for the Farm applying to renew the Agricultural Exemption License.

DBA Name

JANE'S FARM

* Legal Name

JANE'S CROPS AND MORE FARM

Driver's License Number

SSN

###-##-####

FEIN

##-#####

* Authorized Representative

JANE KENTUCKY

Type of Agricultural Business Activity

- 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.

Type of Agricultural Business Activity

Identify the type of agricultural business activity still engaged in by checking all the below that apply to the operation.

Crop Production ☒

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 ☐

Raising and feeding ratite birds ☐

Explanation for Changes to Type of Agricultural Business Activity

Farm Address

- 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.

Farm Address

Verify farm address. If an address has changed, please select Add a New Address to update this information.

* Farm Address

Add a New Address

* Country

UNITED STATES

Attn

* Address Line1

Address Line2

* City

* State

KENTUCKY

* Zip Code

Mailing Address

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.

Mailing Address

Verify mailing address. If an address has changed, please select Add a New Address to update this information.

* Mailing Address

Add a New Address

* Country

UNITED STATES

Attn

* Address Line1

Address Line2

* City

* State

KENTUCKY

* Zip Code

Back

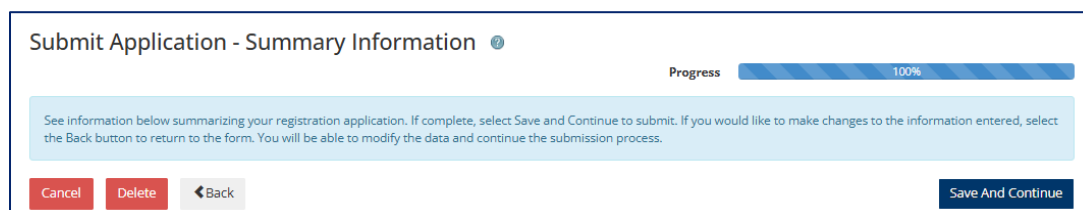
Delete

Clear

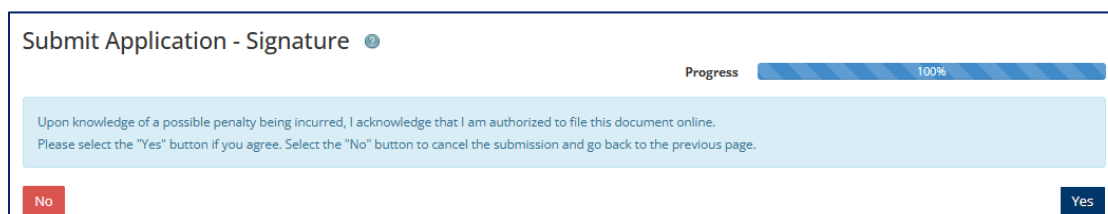
Save and Exit

Save And Continue

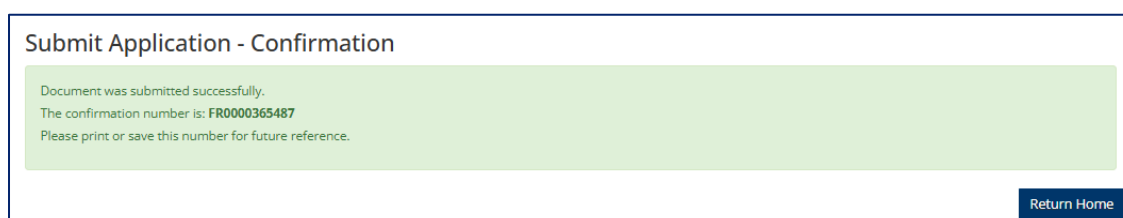
8. On the Submit Application – Summary Information page, confirm the information entered is accurate. If correct, select **Save and Continue**. If necessary, select the **Back** button to return to the previous page and make any edits.



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.

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. 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.

Home Profile - Account - Transactions - Messages -	
Account / View Tax Account Summary	
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:	Registration Source
Account Status PENDRNW	Registration Confirmation #

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.