

My Alabama Taxes: *The ONE SPOT to File!*



EVERYONE WINS.



**ONE
SPOT**

**OPTIONAL NETWORK ELECTION FOR
SINGLE POINT ONLINE TRANSACTIONS**

Beginning October 1, 2013, Alabama retailers will have access to a centralized, statewide electronic filing and remittance system for sales, use, and rental taxes. The **ONE SPOT** system allows for city and county taxes to be filed, along with state taxes, through a single website, www.myalabamataxes.alabama.gov, easing the burden of monthly tax filing.



A JOINT PROJECT OF THE OF THE ALABAMA DEPARTMENT OF REVENUE, COUNTIES, AND MUNICIPALITIES

Optional Network Election for Single Point Online Transactions Eff. 10/1/13

www.myalabamataxes.gov

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Local governments (cities and counties) have the authority to administer their own taxes, authorize the Alabama Department of Revenue to administer their taxes, or hire a third-party tax administrator.

You will often see or hear reference to ‘State-administered’ and ‘Non-state administered’ local taxes:

State Administered local taxes are those taxes that the local government authorized the Alabama Department of Revenue to administer on their behalf.

Non-State Administered (NSA) local taxes are those taxes that the local government self-administers or hired a third party administrator to administer for them.

A few Non-State Administered (NSA) Localities do not accept ACH Credit payments:

To be able to file those localities in MAT,
Contact the ADOR EFT Unit: 334-242-0192 (Option 7)
to change your local tax account from ACH Credit to ACH Debit method
payments.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

New on MAT! File your 2012 Alabama Individual Income Tax return for **FREE**. [Click here to find out more.](#)

My Alabama Taxes (MAT) is the convenient and secure way to interact with the Alabama Department of Revenue to access a variety of online services. In MAT you can quickly and easily file tax returns, make payments, view letters, manage your accounts, and conduct other common transactions with the Department.

Welcome Back!

Username

Password

[Forgot Password/Locked Out?](#)

First Time MAT Users - Sign Up Here!

Need a MAT username and password?

Click the Sign Up button if you already have one or more tax accounts with the Alabama Department of Revenue, and want to log into My Alabama Taxes to access them

- [Home](#)
- [Back](#)
- [Help](#)

I want to...

- [Check on My Refund Status](#)
- [Obtain a New Tax Account #](#)
- [Pay a Bill I've Received](#)
- [Verify an Exempt Sales Account](#)
- [View/Upload a Report](#)



1. Sign in to My Alabama Taxes (MAT).

If you have not yet signed up to use MAT, [click here for instructions.](#)

2. Click the **Id** hyperlink for the Local Tax account.

If the ADOR Local Tax account (LCL) is not showing in the list of Accounts, you will need to add access to the account. [Click here for instructions.](#)

Note: You do not “Add Access” to a self-administered local account, you only add the locality on the return, just as you would a state-administered locality.

ALABAMA DEPARTMENT OF REVENUE
My Alabama Taxes

Log Off

Home
Back
Help

View/Edit MAT Profile
Add Access to Another Account
Obtain a New Tax Account #

Names and Addresses

Federal Employer ID # **-**-****
Balance \$0.00

Legal Name
Location Address Edit
Mailing Address Add

ACCOUNTS⁵ REQUESTS³ MESSAGES⁰ LETTERS

MY ACCOUNTS⁵

My Accounts Hide History Filter

Id	Account Type	Name	Frequency	Address	Balance
BIT- [redacted]	Business Inc	[redacted]	Annual	[redacted]	0.00
BPT [redacted]	Business Prv	[redacted]	Annual	[redacted]	0.00
LCL [redacted]	Local Tax	[redacted]	Monthly	[redacted]	0.00
SLS [redacted]	Sales Tax	[redacted]	Monthly	[redacted]	0.00
WTH [redacted]	Withholding	[redacted]		[redacted]	0.00

The balances shown reflect only the accounts and filing periods shown in MAT and may not reflect your overall balance with the Alabama Department of Revenue.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

- Log Off
- Home
- Back
- Help

Local Tax

RITS Id LC
 Filing Frequency Monthly
 Payment Source
 Balance 0.00
 Pending Payments + Returns 0.00
 Effective Balance 0.00

Names and Addresses

Legal Name
 Location Address [Edit](#)
 Mailing Address [Add](#)

- PERIODS
- REQUESTS⁰
- MESSAGES⁰
- LETTERS

- ALL PERIODS
- REQUIRES ATTENTION¹⁷

Periods from 01-Jan-2010

[Change Date](#) [Filter](#)

Period	Status	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2013	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-May-2013	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Apr-2013	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Mar-2013	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
28-Feb-2013	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Jan-2013	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Dec-2012	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Nov-2012	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Oct-2012	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Sep-2012	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Aug-2012	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Jul-2012	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Jun-2012	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-May-2012	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Apr-2012	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Mar-2012	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed
29-Feb-2012	File Now	0.00	0.00	0.00	0.00	0.00	Return Not Filed

Our records indicate you are an EFT ACH Credit Method payer. You must initiate payments through your banking institution. If you wish to switch from ACH Credit Method to ACH Debit Method or Pay by Check, please call our EFT Unit at 1-800-322-4108, option 7.

The balances shown reflect only the accounts and filing periods shown in MAT and may not reflect your overall balance with the Alabama Department of Revenue.



- This taxpayer is an ACH Credit Filer.
- Select the **File Now** hyperlink for a period to file a Local Tax return.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

Log Off

30-Jun-2013 Local Tax Return

- Home
- Back
- Help

Request Information

Username

Federal Employer ID #

Local Tax

Name

Period 30-Jun-2013

Due Date: 22-Jul-2013

Remit Due Date: 22-Jul-2013 4:00pm CT

Filing Instructions:

Click the 'Return Table' button to begin entering your tax information

-OR-

Click the 'Import' button to upload a file containing your tax information

[Download Import Template](#)

[Return Table](#)

[Previous](#)

[Return Table](#)

[Next](#)

[Import](#)

[Save and finish later](#)



- Click on the **Return Table** button to fill out the Local Tax return.

6. Fill out the appropriate information for the Local Tax return.
7. Or, click the **Import** button to import a file template with the appropriate return information.

Log Off 30 Jun 2013 Local Tax Return

Import Download Import Template

Step 1: Enter each record in the table below.

Step 2: After all information has been entered, click 'OK' and then 'Next' to review the totals on the Overview tab.

Note: When filing county taxes, municipal taxes may also be due. [View municipal listings by county](#)

There must be at least one locality filed to continue

No Rows	
Filter	
Non-State Administered	<input type="checkbox"/>
Locality	
Code	
Tax Type	
Rate Type	
One-Time	<input type="checkbox"/>
Jurisdiction Account	
Gross Amount	
Deductions	
Taxable Amt	
Tax Rate	
Gross Tax	

Note to ACH Credit Filers:
Certain localities do not accept ACH Credit Method payments and will error when selected in the City/County drop-down above. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT Unit at 1-800-322-4106, option 7.

OK Cancel

Frequently Asked Q

Import

Download Import Template

Step 1: Enter each record in the table below.

Step 2: After all information has been entered, click 'OK' and then 'Next' to review the totals on the Overview tab.

Note: When filing county taxes, municipal taxes may also be due. [View municipal listings by county](#)

1 - 3 of 3		Show Errors	
Non-State Administered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality	HOOVER	ARGO	ALLGOOD
Code	9424	9729	
Tax Type	Sales Tax	Sales Tax	
Rate Type	General	General	
One-Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jurisdiction Account	6546		
Gross Amount	1,564.87	8,754.87	
Deductions	87.87	654.87	
Taxable Amt	1,477.00	8,100.00	
Tax Rate	3.0000	3.0000	
Gross Tax	44.31	243.00	
	Copy Record	Copy Record	
	Delete this Record	Delete this Record	

- ALABASTER
- ALLGOOD
- ANDERSON
- ANNISTON
- ARGO
- ASHLAND
- AUBURN
- BAKER HILL
- BALDWIN CO LODG DIST
- BALDWIN COUNTY
- BAYOU LA BATRE
- BLACK
- BLUE SPRINGS
- BROOKSIDE

Note to ACH Credit Filers:

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OK

Cancel

Asked Que

Import

[Download Import Template](#)

Step 1: Enter each record in the table below.

Step 2: After all information has been entered, click 'OK' and then 'Next' to review the totals on the Overview tab.

Note: When filing county taxes, municipal taxes may also be due. [View municipal listings by county](#)

1 - 3 of 3		Show Errors		
Non-State Administered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality	HOOVER	ARGO	ALLGOOD	
Code	9424	9729	9709	
Tax Type	Sales Tax	Sales Tax	Sales Tax	
Rate Type	General	General	General	
One-Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jurisdiction Account	6546			
Gross Amount	1,564.87	8,754.87	874.58	
Deductions	87.87	654.87	147.54	
Taxable Amt	1,477.00	8,100.00	727.04	
Tax Rate	3.0000	3.0000	1.0000	
Gross Tax	44.31	243.00	7.27	
	Copy Record	Copy Record	Copy Record	
	Delete this Record	Delete this Record	Delete this Record	

Note to ACH Credit Filers:

Certain localities do not accept ACH Credit Method payments and will error when selected in the City/County drop-down above. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT Unit at 1-800-322-4106, option 7.

OK

Cancel

8. Once the appropriate information is filled out on the return, click the **OK** button.

- The message shown is dependent on the localities entered on the Local Tax Return.

The counties listed are county filing expectancies that should exist on the return for the localities previously entered.

Click the **OK** button.

i You have filed for municipalities without adding their corresponding county. The following counties may need to be added to this return to make it more complete:

ST CLAIR CO

Click OK to close this box, then click the County Expectancies button above the table to select counties to add to the return and continue with the filing process.

If you do not wish to add any of these counties, click OK to close this box and then click Next to continue filing without them.

OK

Jurisdiction Account	6546			
Gross Amount	1,564.87	8,754.87	874.58	
Deductions	87.87	654.87	147.54	
Taxable Amt	1,477.00	8,100.00	727.04	
Tax Rate	3.0000	3.0000	1.0000	
Gross Tax	44.31	243.00	7.27	
	Copy Record	Copy Record	Copy Record	
	Delete this Record	Delete this Record	Delete this Record	

Note to ACH Credit Filers:
 Certain localities do not accept ACH Credit Method payments and will error when selected in the City/County drop-down above. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT Unit at 1-800-322-4106, option 7.

OK **Cancel**

Import

Download Import Template

Step 1: Enter each record in the table below.

Step 2: After all information has been entered, click 'OK' and then 'Next' to review the totals on the Overview tab.

Note: When filing county taxes, municipal taxes may also be due. [View municipal listings by county](#)

Click the button below to select which County Filing Expectancies you would like to generate. You may proceed without adding any additional counties.

County Expectancies

1 - 3 of 3

Filter				
Non-State Administered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality	HOOVER	ARGO	ALLGOOD	
Code	9424	9729	9709	
Tax Type	Sales Tax	Sales Tax	Sales Tax	
Rate Type	General	General	General	
One-Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jurisdiction Account	6546			
Gross Amount	1,564.87	8,754.87	874.58	
Deductions	87.87	654.87	147.54	
Taxable Amt	1,477.00	8,100.00	727.04	
Tax Rate	3.0000	3.0000	1.0000	
Gross Tax	44.31	243.00	7.27	
	Copy Record	Copy Record	Copy Record	
	Delete this Record	Delete this Record	Delete this Record	

Note to ACH Credit Filers:

Certain localities do not accept ACH Credit Method payments and will error when selected in the City/County drop-down above. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT Unit at 1-800-322-4106, option 7.

OK

Cancel

10. A **County Expectancies** button is now available to review the county expectancies.

11. Counties are listed with the corresponding locality that generated the expectancy.

12. Check the box in the *Generate?* column for each county expectancy that needs to be added to the return. Click the **Ok** button to generate the county expectancies.

13. If there are no county expectancies to generate, click **Cancel**.

Log Off 30 Jun 2013 Local Tax Return

Generate?	County	County Code	County Tax Type	County Rate Type	Locality	Locality Code	Locality Tax Type	Locality Rate Type
<input type="checkbox"/>	ST CLAIR CO	7059	Sales Tax	General	ARGO	9729	Sales Tax	General

Click the button below to select which County Filing Expectancies you would like to generate. You may proceed without adding any additional counties.

County Expectancies

1 - 3 of 3

Filter

Non-State Administered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality	HOOVER	ARGO	ALLGOOD	



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

Log Off

30-Jun-2013 Local Tax Return

- Home
- Back
- Help

Request Information

Username

Federal Employer ID #

Local Tax

Name

Period 30-Jun-2013

Due Date: 22-Jul-2013

Remit Due Date: 22-Jul-2013 4:00pm CT

Filing Instructions:

Click the 'Return Table' button to begin entering your tax information

-OR-

Click the 'Import' button to upload a file containing your tax information

[Download Import Template](#)

[Return Table](#)

Return Table is valid

[Previous](#)

[Return Table](#)

[Next](#)

[Import](#)

[Save and finish later](#)



14. Next to the **Return Table** button, a message and corresponding icon indicate the status of the Return Table.

If the Return Table is in error, all errors will need to be fixed before continuing.

Click the **Next** button once all the appropriate information is filled out on the return.

Local Tax Return (9501) Overview

Date Received	01-Jul-2013
Total Item Count	3

[Review Return Table](#)

Return Breakdown

	State Administered	Non-State Administered
Line Item Count	2	1
Gross Amount	9,629.45	1,564.87
Deductions	802.41	87.87
Taxable Amount	8,827.04	1,477.00
Consumer Use Tax	0.00	0.00
Lodgings Tax	0.00	0.00
Rental Tax	0.00	0.00
Sales Tax	250.27	44.31
Sellers Use Tax	0.00	0.00
Gross Tax	250.27	44.31
Interest	0.00	0.00
Late Pay Penalty	0.00	0.00
Late File Penalty	0.00	0.00
Discount	8.22	2.22
Net Tax Due	242.05	
Credit Claimed (ADOR Approved)	0.00	
Total Amount Due	242.05	42.09

Note to ACH Credit Filers:

Our records indicate you are an EFT ACH Credit Method payer. You must initiate the payment(s) for the above transactions through your banking institution. Payment for state-administered city and county taxes must be made directly to the ADOR's bank, and payment for self-administered city and county taxes must be made directly to the self-administered jurisdiction's bank. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT unit at 1-800-322-4106, and press option 7.

From the return confirmation page you can print a Payment Summary and an ACH Addenda Record Information file for your use in processing your ACH Credit Method payments. NOTE: Avoid losing your ACH Credit Method payment status, enter complete and accurate information in the TXP Banking Convention addenda record (found in the ACH Addenda Record Information file).

More information about ACH Credit Method requirements can be found here:

[ACH Credit Information](#) 

15. This summary page displays the amounts from each line of the Local Tax Return broken down by either State or Non-State Administered Localities.

Penalty, Interest and Discounts are summarized on this page as well.

The **Review Return Table** button displays a summary of the values entered into the return.

Previous

 1

Overview

Submit

Local Tax Return (9501) Overview

Date Received 01-Jul-2013
 Total Item Count 3

[Review Return Table](#)

Return Breakdown

	State Administered	Non-State Administered
Line Item Count	2	1
Gross Amount	9,629.45	1,564.87
Deductions	802.41	87.87
Taxable Amount	8,827.04	1,477.00
Consumer Use Tax	0.00	0.00
Lodgings Tax	0.00	0.00
Rental Tax	0.00	0.00
Sales Tax	250.27	44.31
Sellers Use Tax	0.00	0.00
Gross Tax	250.27	44.31
Interest	0.00	0.00
Late Pay Penalty	0.00	0.00
Late File Penalty	0.00	0.00
Discount	8.22	2.22
Net Tax Due	242.05	
Credit Claimed (ADOR Approved)	0.00	
Total Amount Due	242.05	42.09

Note to ACH Credit Filers:

Our records indicate you are an EFT ACH Credit Method payer. You must initiate the payment(s) for the above transactions through your banking institution. Payment for state-administered city and county taxes must be made directly to the ADOR's bank, and payment for self-administered city and county taxes must be made directly to the self-administered jurisdiction's bank. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT unit at 1-800-322-4106, and press option 7.

From the return confirmation page you can print a Payment Summary and an ACH Addenda Record Information file for your use in processing your ACH Credit Method payments. NOTE: Avoid losing your ACH Credit Method payment status, enter complete and accurate information in the TXP Banking Convention addenda record (found in the ACH Addenda Record Information file).

More information about ACH Credit Method requirements can be found here:

[ACH Credit Information](#)

[Previous](#) [Overview](#) [Submit](#)

16. ADOR approved credit may be entered on this summary page on the **Credit Claimed (ADOR Approved)** line.

17. Click the **Submit** the button to submit the Local Tax return. No payment information is required to submit the return for ACH Credit Filers.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

Log Off

Confirmation

- Home
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Thank you!

Your return has been submitted.

Request/Confirmation Number: M1286589984
Account Number: LCI [REDACTED]
Filing Period: 30-Jun-2013
Filing Date and Time: 07/01/2013 6:02 PM
Due Date: 22-Jul-2013

Our records indicate you are an EFT ACH Credit Method payer.
You must initiate the payment for this transaction through your banking institution.
If you wish to switch from ACH Credit Method to ACH Debit Method,
please call our EFT Unit at 1-800-322-4106, option 7.
ACH Credit Method payers must contact the Non-State Administered local government for their banking information.

ADOR Payment Total: \$242.05

Non-State Administered Payment Total: \$42.09

*** Notice to ACH Credit Filers: Only your return has been submitted.
Click the ACH Credit Addenda button below to view record information for your ACH Credit method payment(s).

You are still responsible for scheduling payments for the posted Amounts Due to the appropriate Counties and Municipalities.

ACH Credit method payers must contact the [Non-State Administered local government](#) for their banking information.

OK

Print Confirmation

Print Return

ACH Credit Addenda



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[Frequently Asked Questions](#) | [MAT Tutorial Videos](#)

18. The return has been submitted. A copy of this confirmation message and a copy of the return can be printed.

Click the **ACH Credit Addenda** button to view the Addenda Record required information for ACH Credit payments to ADOR and to each NSA locality.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

r4081648:8080/ALD/WebDoc/WDC/_/Retrieve/0/DY9kvrC/TAPPRTCUS - Google Chrome

r4081648:8080/ALD/WebDoc/WDC/_/Retrieve/0/DY9kvrC/TAPPRTCUS

ALABAMA DEPARTMENT OF REVENUE
SALES AND USE TAX DIVISION
PO BOX 327790, MONTGOMERY AL 36132-7790

Form: 9501
MAT Confirmation: M1286569984

Alabama Local Tax Return - Credit Addenda Record

LC# [REDACTED] REPORT FOR THE PERIOD OF 30-Jun-2013 DATE RETURN FILED: 01-Jul-2013 06:02:30 PM REC DATE: 22-Jul-2013

Name: [REDACTED]
Address: [REDACTED]

Data Required in Free Form Area of Addenda Record for ACH Credit Payments:

Payee	Record Type	Addenda Type Code	Segment Identifier	Separator	Taxpayer ID Separator	Tax Code Separator	Tax Period End Date	Separator	Amount Type	Separator	Amount	Separator	18 space Filler	Separator	Confirmation Number	Terminator	6 space Filler
ADOR	7	05	TXP	*	SC	04801	130630	*	T	*	0000024205	*		*	M1286569984	\	
HOOVER/9424	7	05	TXP	*	SC	04801	130630	*	T	*	0000004209	*		*	M1286569984	\	



19. This ACH Credit Payment Info Addenda Record PDF will be generated and can be printed or saved. The taxpayer can use the information provided in this file to create their addenda record for each payment due.

To avoid unnecessary correspondence regarding missing ACH Credit payments, it is important to provide the correct information in the Addenda Record so that the payments will quickly and accurately match to the returns.