

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.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

Home

Back

Help

I want to...

> Check on My Refund Status

> Obtain a New Tax Account #

> Pay a Bill I've Received

> Verify Exemption Certificate

> View/Upload a Report

If you need **Help Using My Alabama Taxes**, please call **1-800-322-4106** and select the appropriate option for your needs.

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

Sign In

[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.

Sign Up

Important Information

Alabama Accountability Act

- [Learn more](#) about the Scholarship Granting Organization (SGO) process

ONE SPOT

- [Learn more](#) about how to file and pay all city/county sales, use, and rental taxes

[MAT Terms of Use](#) | [Alabama Department of Revenue](#) | [Contact Us](#)



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

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

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



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

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.

Log Off

Home

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Help

View/Edit MAT Profile

Add Access to Another Account

Obtain a New Tax Account #

LOCAL TAX UNIT ADOR

Pseudo Employer ID #	*****8984	Legal Name	Edit	LOCAL TAX UNIT ADOR
Balance	\$0.00	Alias Name	Add	
		DBA Name	Add	
		Location Address	Edit	50 N RIPLEY ST MONTGOMERY AL 36130-1001
		Mailing Address	Add	

ACCOUNTS²
REQUESTS⁰
MESSAGES⁰
LETTERS

MY ACCOUNTS²

My Accounts						Hide History	Filter
Id	Account Type	Name	Frequency	Address	Balance		
LCL-R007206177	Local Tax	LOCAL TAX UNIT ADOR	Monthly	50 N RIPLEY ST MONTGOME	0.00		
SLS-R008672694	Sales Tax	LOCAL TAX UNIT ADOR	Monthly	50 N RIPLEY ST MONTGOME	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

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Help

Local Tax

RITS Id LCL

Filing Frequency Monthly

Payment Source Setup

Balance 0.00

Pending Payments + Returns 4,898.67

Effective Balance 4,898.67

Names and Addresses

Legal Name

Location Address [Edit](#)

Mailing Address [Add](#)

PERIODS **REQUESTS³** 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	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-May-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Apr-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Mar-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
28-Feb-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Jan-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Dec-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Nov-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Oct-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Sep-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Aug-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Jul-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Jun-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-May-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Apr-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Mar-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
29-Feb-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed

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.



3. This taxpayer is an EFT Debit Filer.

4. Select the **File Now** hyperlink for a period to file a Local Tax return.

NOTE: The local return payment is made with the return. The Pay link should only be used for additional payments for State Administered local taxes **ONLY**. If you need to make an additional payment to a Non-State Administered Locality, you will need to contact that locality directly.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

Log Off

31-Aug-2013 Local Tax Return/Payment

- Home
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- Help

Request Information

Username ADORlocaltax
Pseudo Employer ID # *****8984
Local Tax LCL-R007206177
Name LOCAL TAX UNIT ADOR
Period 31-Aug-2013
Due Date: 20-Sep-2013
Remit Due Date: 20-Sep-2013 4:00pm CT

Filing Instructions:

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

[Return Table](#)

[Previous](#)

[Step 1](#)

[Next](#)

[Save and finish later](#)

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





ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

Locality Modal

Import

[Download Import Template](#)

Step 1: Enter each record in the table below. Need help? [Click here for a full description of each field on this return.](#)

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

Error.

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

Filter	
Non-State Administered	<input type="checkbox"/>
Locality Code Name	<input type="button" value="v"/>
Location Code	
Tax Type	
Rate Type	
One-Time Filing	<input type="checkbox"/>
City/County Tax Acc't #	
Gross Amount	
Deductions	
Taxable Amount	
Tax Rate	
Gross Tax	

OK

Cancel

Click on the description link in Step 1 for detail information and instructions regarding the Local Return Table.

Please take the time to read through the description information before you begin your first filing.

Locality Modal

Import [Download Import Template](#)

Step 1: Enter each record in the table below. Need help? [Click here for a full description of each field on this return.](#)

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](#)

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

1 - 1 of 1		Show Errors
Filter		
Non-State Administered	<input type="checkbox"/>	<input type="checkbox"/>
Locality Code Name	HOOVER	<input type="checkbox"/>
Location Code	9424	
Tax Type		
Rate Type	Required	
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acct #		
Gross Amount	0.00	
Deductions	0.00	
Taxable Amount	0.00	
Tax Rate	0.0000	
Gross Tax	0.00	
		Copy Record
		Delete this Record

OK **Cancel**

6. Click in the 'Locality' green field to begin typing the locality name. The list will filter to a short list to select from or you can use the dropdown arrow to find and select the locality.

Continue down that column to fill out the tax information for that locality.

My Alabama Taxes

Locality Modal
? X

Import
[Download Import Template](#)

Step 1: Enter each record in the table below. Need help? [Click here for a full description of each field on this return.](#)

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](#)

FORM FIELD COLOR GUIDE: ▶ ADD INFO ▶ REQUIRED ▶ INFO ONLY ▶ NEEDS CORRECTION

1 - 1 of 1		Show Errors
Filter		
Non-State Administered	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Locality Code Name	HOOVER	
Location Code	9424	
Tax Type	Sales Tax	
Rate Type	General	<input type="checkbox"/>
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acc't #		
Gross Amount	0.00	Required
Deductions	0.00	
Taxable Amount	0.00	
Tax Rate	3.0000	
Gross Tax	0.00	
	Copy Record	
	Delete this Record	

OK
Cancel

To add the next locality to the return, either click the **Copy Record** link at the bottom of the column, or click into the **Locality** field in the next empty column to the right.

NOTE: If you select the One-Time Filing box, that column of information will **NOT** be on your return profile next month. One-Time Filing is used to indicate that you had a sale in this locality one time and do not need to file a return for that locality each filing period.

Locality Modal

Import [Download Import Template](#)

Step 1: Enter each record in the table below. Need help? [Click here for a full description of each field on this return.](#)

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](#)

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

Filter				
Non-State Administered	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Locality Code Name	ALLGOOD	ARGO	HOOVER	
Location Code	9709	9729	9424	
Tax Type	Sales Tax	Sales Tax	Sales Tax	
Rate Type	Farm Machines & Equip	Farm Machines & Equip	General	
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acc't #			62457	
Gross Amount	745.87	6,246.00	5,165.00	
Deductions	458.87	987.87	654.00	
Taxable Amount	287.00	5,258.13	4,511.00	
Tax Rate	0.5000	1.5000	3.0000	
Gross Tax	1.44	78.87	135.33	
	Copy Record	Copy Record	Copy Record	
	Delete this Record	Delete this Record	Delete this Record	

OK **Cancel**

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

The table will show 5 columns of return information on the screen.

Locality Modal

Import [Download Import Template](#)

Step 1: Enter each record in the table below. Need help? [Click here for a full description of each field on this return.](#)

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

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:

BLOUNT COUNTY
 JEFFERSON CO EDUCATION
 JEFFERSON COUNTY
 SHELBY COUNTY
 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

FORM FIELD

Filter

Non-State

Localit

L

O

City/Coun

Deductions	458.87	987.87	654.00
Taxable Amount	287.00	5,258.13	4,511.00
Tax Rate	0.5000	1.5000	3.0000
Gross Tax	1.44	78.87	135.33
	Copy Record	Copy Record	Copy Record
	Delete this Record	Delete this Record	Delete this Record

OK **Cancel**

After clicking the OK button on the return...

8. The message shown in the popup 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 after reading the information provided.

Locality Modal

Import [Download Import Template](#)

Step 1: Enter each record in the table below. Need help? [Click here for a full description of each field on this return.](#)

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

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

Filter				
Non-State Administered	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Locality Code Name	ALLGOOD	ARGO	HOOVER	
Location Code	9709	9729	9424	
Tax Type	Sales Tax	Sales Tax	Sales Tax	
Rate Type	Farm Machines & Equip	Farm Machines & Equip	General	
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acc't #			62457	
Gross Amount	745.87	6,246.00	5,165.00	
Deductions	458.87	987.87	654.00	
Taxable Amount	287.00	5,258.13	4,511.00	
Tax Rate	0.5000	1.5000	3.0000	
Gross Tax	1.44	78.87	135.33	
	Copy Record	Copy Record	Copy Record	
	Delete this Record	Delete this Record	Delete this Record	

OK **Cancel**

9. A **County Expectancies** button is now available to review the county expectancies that were mentioned in the popup box before.

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

11. Check the box in the *Generate?* column for each county expectancy that needs to be added to the return and click the **Ok** button and complete the Return Table information for the added counties.

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

Generate	County	County Code	County Tax Type	County Rate Type	Locality	Locality Code	Locality Tax Type	Locality Rate Type
<input checked="" type="checkbox"/>	BLOUNT COUNTY	7005	Sales Tax	Farm Machines & Equip	ALLGOOD	9709	Sales Tax	Farm Machines
<input type="checkbox"/>	JEFFERSON CO EDUCATION	7137	Sales Tax	Farm Machines & Equip	ARGO	9729	Sales Tax	Farm Machines
<input checked="" type="checkbox"/>	JEFFERSON CO EDUCATION	7137	Sales Tax	General	HOOVER	9424	Sales Tax	General
<input type="checkbox"/>	JEFFERSON COUNTY	7037	Sales Tax	Farm Machines & Equip	ARGO	9729	Sales Tax	Farm Machines
<input checked="" type="checkbox"/>	JEFFERSON COUNTY	7037	Sales Tax	General	HOOVER	9424	Sales Tax	General
<input type="checkbox"/>	SHELBY COUNTY	7058	Sales Tax	General	HOOVER	9424	Sales Tax	General
<input checked="" type="checkbox"/>	ST CLAIR CO	7059	Sales Tax	Farm Machines & Equip	ARGO	9729	Sales Tax	Farm Machines

Locality Modal

Import [Download Import Template](#)

Step 1: Enter each record in the table below. Need help? [Click here for a full description of each field on this return.](#)

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

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

1 - 4 of 7 **1** ^{*} 2 **Show Errors**

Filter

Non-State Administered	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Locality Code Name	ALLGOOD	ARGO	HOOVER	BLOUNT COUNTY	
Location Code	9709	9729	9424	7005	
Tax Type	Sales Tax	Sales Tax	Sales Tax	Sales Tax	
Rate Type	Farm Machines & Equip	Farm Machines & Equip	General	Farm Machines & Equip	
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acct #			6245		
Gross Amount	745.87	6,246.00	5,165.00	0.00	0.00
Deductions	458.87	987.87	654.00	0.00	0.00
Taxable Amount	287.00	5,258.13	4,511.00	0.00	0.00
Tax Rate	0.5000	1.5000	3.0000	1.0000	
Gross Tax	1.44	78.87	135.33	0.00	
	Copy Record	Copy Record	Copy Record	Copy Record	
	Delete this Record	Delete this Record	Delete this Record	Delete this Record	

Required

OK **Cancel**

The selections from the County Expectancies have been added to the return. Complete any required information and enter the Gross Amount.

The Return Table will show 4 columns of locality data at a time, with a 5th blank column to add the next item. This page 1 shows 1-4 of 7 entries. To move between table pages, click the numbers at the top of the table.

If there is an error, you can quickly get to the page with the error by either clicking on the page number with a red * or by clicking **Show Errors** link.

Sort or **Filter** your entries. You can sort your entries by clicking the field name (Locality Code Name, Location Code, etc.) in the column on the far left that you want to sort by, or you can filter by typing in the **Filter** field the item that you want to find. To search and show only Hoover, type Hoover in the filter field.

After entering all data in the table, click the **OK** button to continue.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

- Log Off 
-  Home
 -  Back
 -  Help

31-Oct-2013 Local Tax Return

Request Information

Username	ADORlocltax
Pseudo Employer ID #	*****8984
Local Tax	LCL-R007206177
Name	LOCAL TAX UNIT ADOR
Period	31-Oct-2013
Due Date:	20-Nov-2013
Remit Due Date:	20-Nov-2013 4:00pm CT

Filing Instructions:

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

[Return Table](#)  **Return Table is valid**

[Previous](#) [Step 1](#) [Next](#)

[Save and finish later](#)

13. 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.

-  Home
-  Back
-  Help

Request Information

Username ADORlocaltax
 Pseudo Employer ID # *****8984
 Local Tax LCL-R007206177
 Name LOCAL TAX UNIT ADOR
 Period 31-Oct-2013
 Due Date: 20-Nov-2013
 Remit Due Date: 20-Nov-2013 4:00pm CT

Local Tax Return (9501) Overview

Date Received
 Total Item Count

[Review Return Table](#)**Return Breakdown**

	State Administered	Non-State Administered
Line Item Count	2	5
Gross Amount	6,991.87	22,486.87
Deductions	1,446.74	3,408.74
Taxable Amount	5,545.13	19,078.13
Consumer Use Tax	0.00	0.00
Lodgings Tax	0.00	0.00
Rental Tax	0.00	0.00
Sales Tax	80.31	281.00
Sellers Use Tax	0.00	0.00
Gross Tax	80.31	281.00
Interest	0.00	0.00
Late Pay Penalty	0.00	0.00
Late File Penalty	0.00	0.00
Discount	4.01	13.00
Net Tax Due	76.30	
Credit Claimed (ADOR Approved)	0.00	
Total Amount Due	76.30	268.00

[Previous](#)[Step 2](#)[Next](#)[Save and finish later](#)

14. 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.

-  Home
-  Back
-  Help

Request Information

Username: ADORlocaltax
 Pseudo Employer ID #: *****8984
 Local Tax: LCL-R007206177
 Name: LOCAL TAX UNIT ADOR
 Period: 31-Oct-2013
 Due Date: 20-Nov-2013
 Remit Due Date: 20-Nov-2013 4:00pm CT

Local Tax Return (9501) Overview

Date Received: 18-Nov-2013
 Total Item Count: 7

[Review Return Table](#)

Return Breakdown

	State Administered	Non-State Administered
Line Item Count	2	5
Gross Amount	6,991.87	22,486.87
Deductions	1,446.74	3,408.74
Taxable Amount	5,545.13	19,078.13
Consumer Use Tax	0.00	0.00
Lodgings Tax	0.00	0.00
Rental Tax	0.00	0.00
Sales Tax	80.31	281.00
Sellers Use Tax	0.00	0.00
Gross Tax	80.31	281.00
Interest	0.00	0.00
Late Pay Penalty	0.00	0.00
Late File Penalty	0.00	0.00
Discount	4.01	13.00

Net Tax Due: 76.30
 Credit Claimed (ADOR Approved): 0.00
 Total Amount Due: 76.30

[Previous](#)  [Step 2](#) [Next](#)

[Save and finish later](#)

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

Click the **Next** button.

Log Off 

31-Oct-2013 Local Tax Return

Request Information

Username: ADORlocaltax
Pseudo Employer ID #: *****8984
Local Tax: LCL-R007206177
Name: LOCAL TAX UNIT ADOR
Period: 31-Oct-2013
Due Date: 20-Nov-2013
Remit Due Date: 20-Nov-2013 4:00pm CT

Local Tax Payment

Have a Debit Block on your bank account?
[Click Here for Debit Block Information](#)

The Total Amount Due to Alabama Department of Revenue is: \$76.30
The Total Amount Due for Non-State Administered Localities is: \$268.00
[View Details](#)

Opt-out of paying Alabama Department of Revenue amount due by EFT.
Pursuant to Section 41-1-20, Code of Alabama 1975, payments of \$750 or greater are required to be made electronically via Electronic Funds Transfer (EFT). Voluntary participation of transactions less than \$750 is encouraged

Make Payment

Note: Direct Debit payment is required to submit a return that contains any Non-State Administered Localities with a due amount.

Enter Direct Debit Information Below:

Enter a Payment Date: 18-Nov-2013  **NOTE:** Payment Date applies to all payments due

Step 1: Enter your Direct Debit Customer Type and Account Type

Customer Type: Business or Personal

Bank Account Type: Checking or Savings **Required**

[Previous](#) 1 2 3 [Next](#) [Submit](#)

[Save and finish later](#)

16. Information about Debit Block Codes is provided.

NSA: 9775071990
& 9803595965

ADOR: ADORCCD000

17. If there is an amount due for State-Admin Localities, the taxpayer may opt out of paying that amount by checking the **Opt-out of paying ADOR amount due** box. (ADOR Payments less than \$750 may be paid by check – greater than \$750 will be treated as an uncontested tax liability and may proceed directly to Final Assessment.)

18. An electronic payment for the Non-State Admin amount due is required to submit the return.

Due Date: 20-Nov-2013
Remit Due Date: 20-Nov-2013 4:00pm CT

Local Tax Payment

Have a Debit Block on your bank account?

[Click Here for Debit Block Information](#)

The Total Amount Due to Alabama Department of Revenue is: \$76.30

The Total Amount Due for Non-State Administered Localities is: \$268.00

[View Details](#)

Opt-out of paying Alabama Department of Revenue amount due by EFT.

Pursuant to Section 41-1-20, Code of Alabama 1975, payments of \$750 or greater are required to be made electronically via Electronic Funds Transfer (EFT). Voluntary participation of transactions less than \$750 is encouraged

Make Payment

Note: Direct Debit payment is required to submit a return that contains any Non-State Administered Localities with a due amount.

Enter Direct Debit Information Below:

Enter a Payment Date

18-Nov-2013



NOTE: Payment Date applies to all payments due

Locality	Code	City/County Tax Acc't #	Total Due
BLOUNT COUNTY	7005	98765	2.73
JEFFERSON COUNTY	7037	98765-ST	42.85
ST CLAIR CO	7059	065432	49.95
JEFFERSON CO EDUCATION	7137	98765-STE	42.85
HOOVER	9424	62457	129.62
ADOR			76.30

OK Cancel

19. The **View Details** hyperlink details the amount due listed by each Locality, Code and City/County Tax Account #. (These details are not printable on this screen, but will print with the return confirmation.)

The Total Amount Due to Alabama Department of Revenue is: \$76.30

The Total Amount Due for Non-State Administered Localities is: \$268.00

[View Details](#)

Opt-out of paying Alabama Department of Revenue amount due by EFT.

Pursuant to Section 41-1-20, Code of Alabama 1975, payments of \$750 or greater are required to be made electronically via Electronic Funds Transfer (EFT). Voluntary participation of transactions less than \$750 is encouraged

Make Payment

Note: Direct Debit payment is required to submit a return that contains any Non-State Administered Localities with a due amount.

Enter Direct Debit Information Below:

Enter a Payment Date

18-Nov-2013



NOTE: Payment Date applies to all payments due

Step 1: Enter your Direct Debit Customer Type and Account Type

Customer Type: Business or Personal

Business

Bank Account Type: Checking or Savings

Checking

Step 2: Enter the details for your bank account

Routing Number

062103000

ST PROGRESSIVE BK

Account Number

Account Number Confirm

Required

Save Payment Source?

New Payment Source

Total Payment Amount

344.30

Click Submit to authorize Alabama Department of Revenue & Non-State Administered payments

Previous

✓ 1

✓ 2

Step 3

Next

Submit

Save and finish later

20. Enter the appropriate banking information to make a Local Tax payment.

If the taxpayer has filed & paid a local return in MAT prior to July 1st, their banking information will be available, but may require that they update the banking information to provide the Customer Type – this is a new field required by the payment processor.

The Total Amount Due to Alabama Department of Revenue is: \$76.30

The Total Amount Due for Non-State Administered Localities is: \$268.00

[View Details](#)

Opt-out of paying Alabama Department of Revenue amount due by EFT.

Pursuant to Section 41-1-20, Code of Alabama 1975, payments of \$750 or greater are required to be made electronically via Electronic Funds Transfer (EFT). Voluntary participation of transactions less than \$750 is encouraged

Make Payment

Note: Direct Debit payment is required to submit a return that contains any Non-State Administered Localities with a due amount.

Enter Direct Debit Information Below:

Enter a Payment Date  NOTE: Payment Date applies to all payments due

Step 1: Enter your Direct Debit Customer Type and Account Type

Customer Type: Business or Personal

Bank Account Type: Checking or Savings

Step 2: Enter the details for your bank account

Routing Number

JPMORGAN CHASE BANK

Account Number

Payment Source Saved



New Payment Source



Total Payment Amount

Click Submit to authorize Alabama Department of Revenue & Non-State Administered payments

[Previous](#)

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[Step 3](#)

[Next](#)

[Submit](#)

[Save and finish later](#)

21. This banking information can be saved and used for payments due on future filing periods by checking the **Save Payment Source** box.

(If the taxpayer has filed & paid a local return in MAT prior to July 1st, their banking information will be available, but may require that they update the banking information to provide the Customer Type – this is a new field required by the payment processor. See the next slide about changing/updating the banking information.)

The Total Amount Due to Alabama Department of Revenue is: \$76.30

The Total Amount Due for Non-State Administered Localities is: \$268.00

[View Details](#)

Opt-out of paying Alabama Department of Revenue amount due by EFT.

Pursuant to Section 41-1-20, Code of Alabama 1975, payments of \$750 or greater are required to be made electronically via Electronic Funds Transfer (EFT). Voluntary participation of transactions less than \$750 is encouraged

Make Payment

Note: Direct Debit payment is required to submit a return that contains any Non-State Administered Localities with a due amount.

Enter Direct Debit Information Below:

Enter a Payment Date  *NOTE:* Payment Date applies to all payments due

Step 1: Enter your Direct Debit Customer Type and Account Type

Customer Type: Business or Personal

Bank Account Type: Checking or Savings

Step 2: Enter the details for your bank account

Routing Number

JPMORGAN CHASE BANK

Account Number

Payment Source Saved

New Payment Source

Total Payment Amount

Click Submit to authorize Alabama Department of Revenue & Non-State Administered payments

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[Save and finish later](#)

22. If the banking information needs to be edited, the taxpayer may check the **New Payment Information** box.

23. The total payment amount is displayed at the bottom of the screen.

24. Click the **Submit** button to submit the return and payment.

25. You must enter the Password to authorize the submission of the return and payment.

required to be made electronically via Electronic Funds Transfer (EFT). Voluntary participation of transactions less than \$750 is encouraged

Are you sure you want to submit this request?

You are authorizing a **payment of \$76.30** to the Alabama Department of Revenue and a **payment of \$268.00** to Non-State Administered Localities.

You are required to re-enter your password to verify this request. Your password will act as your signature.

Password

Yes No

Required

Routing Number 021000021 JPMORGAN CHASE BANK

Account Number *****3123



ALABAMA DEPARTMENT OF REVENUE My Alabama Taxes

Log Off

- Home
- Back
- Help

Confirmation

Thank you!

Your return and payment have been submitted.

Request/Confirmation Number: M0076966400
 Account Number: LCL-R007206177
 Filing Period: 31-Oct-2013
 Filing Date and Time: 18-Nov-2013 4:49 PM

Alabama Department of Revenue Payment Total Authorized: \$76.30

Non-State Administered Payment Total Authorized: \$268.00

OK

Print Confirmation

Print Return

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



ALABAMA DEPARTMENT OF REVENUE My Alabama Taxes

Log Off

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- Help

Confirmation

Thank you!

Your return and payment have been submitted.

Request/Confirmation Number: M0538550784
 Account Number: LCL-R007206177
 Filing Period: 31-Aug-2013
 Filing Date and Time: 17-Sep-2013 1:59 PM
 Remit Due Date: 20-Sep-2013 4:00pm CT

Non-State Administered Payment Total Authorized: \$2.85

Alabama Department of Revenue Payment Total Due: \$1.90

* You have selected to E-File without Payment to the Alabama Department of Revenue for state-administered local taxes.

ATTENTION

You still have an amount due to the Alabama Department of Revenue.

Your payment options are:

- 1) Click OK, then click the Pay link on the period to pay electronically, or
- 2) Click Print Voucher and mail voucher with payment.

OK

Print Confirmation

Print Return

Print Voucher

27. If the taxpayer opts out of paying the amount due for the State Administered Localities, a voucher can be printed to include with a paper check to ADOR for those localities.