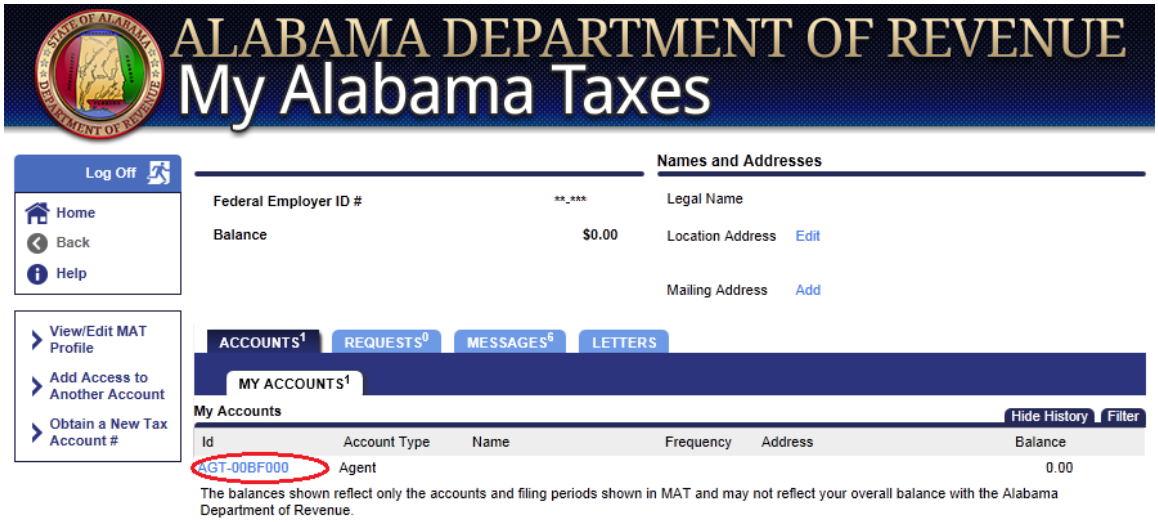
My Alabama Taxes (MAT) – Bulk Filing Instructions

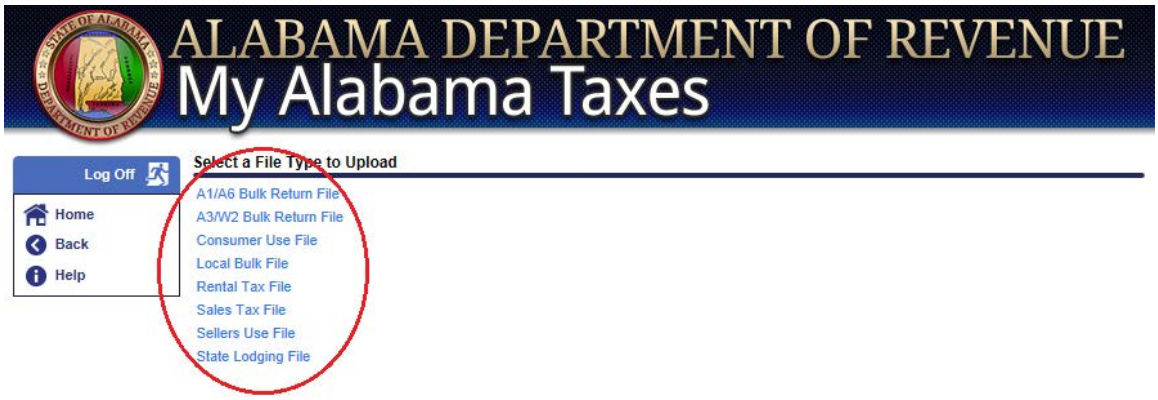
MAT Bulk File Upload Steps:

1. Log on to the My Alabama Taxes (MAT) site and select your Agent Account (AGT). If you do not have an Agent Account you can apply for one by completing and submitting the Bulk Filer application http://revenue.alabama.gov/salestax/BF1.pdf .

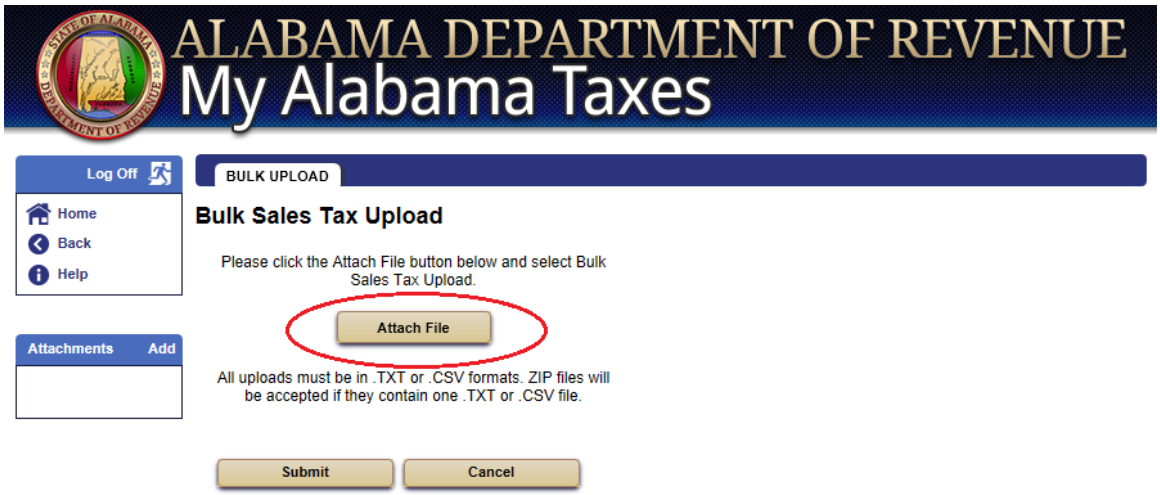


2. Select "Upload Bulk File"

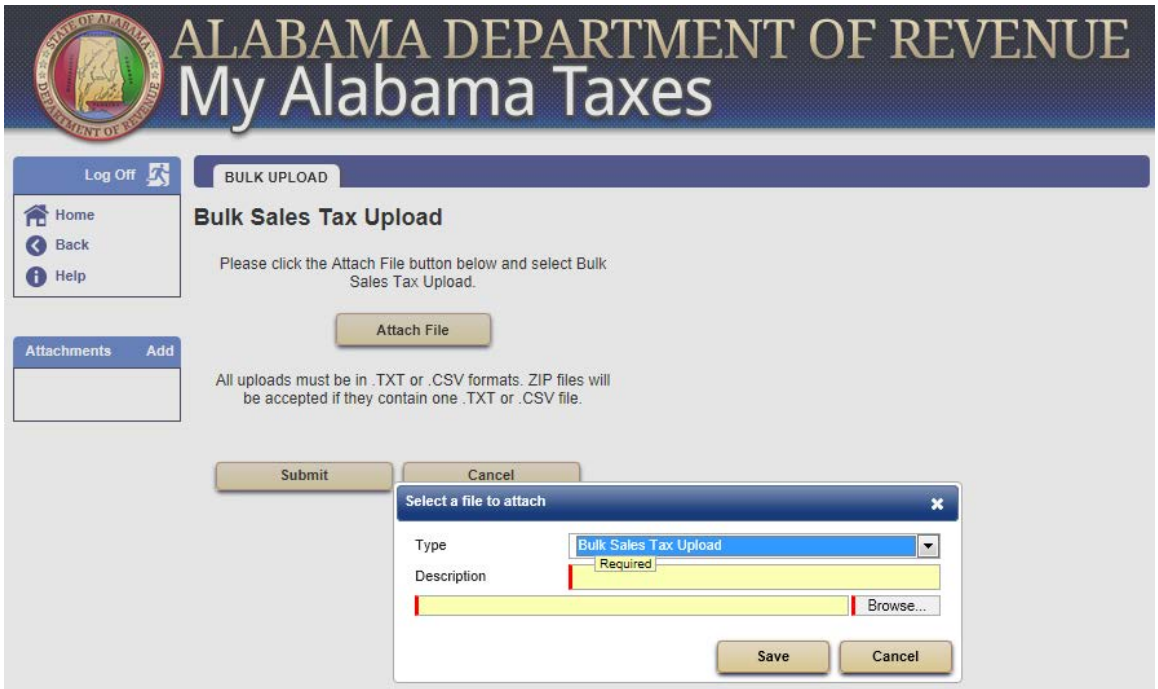
3. Select the Account Type to be uploaded



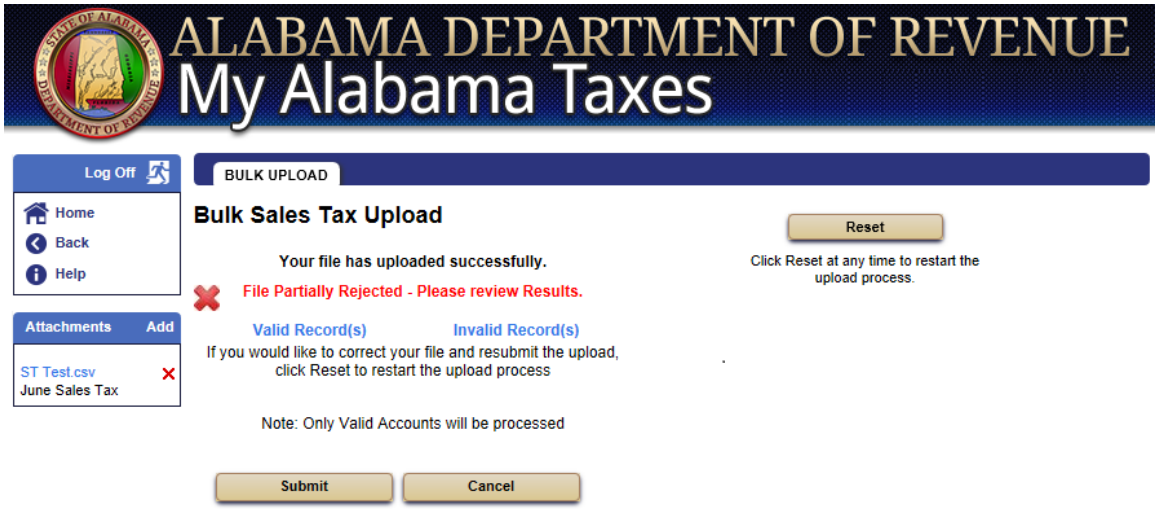
4. Click the “Attach File” button.

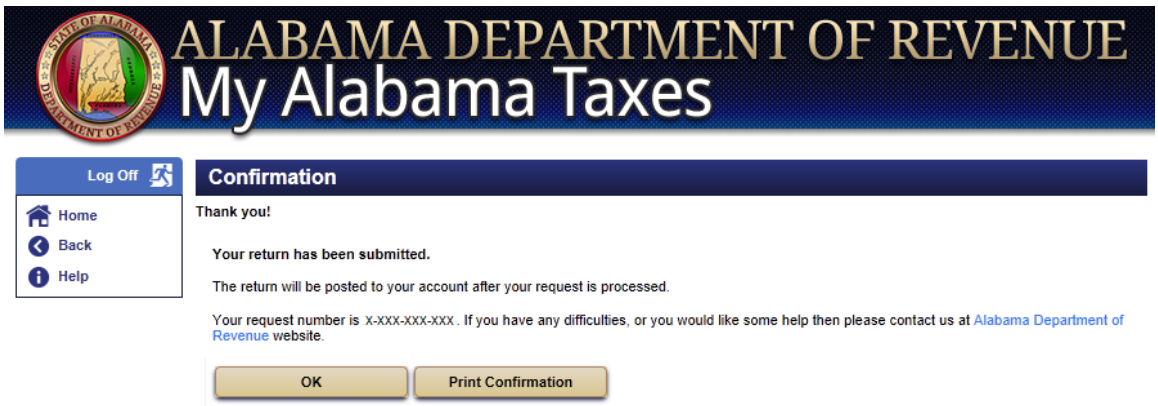


5. A window will open that will allow you to browse for and select the file to upload. Enter a description then click the Browse button to select the file to be uploaded. Once the file is selected click “Save”. Each account type has its own file layout. The file selected must correspond to the account type selected in step 3.



6. The file will be imported and checked for errors. If an error is found in the file, a link will be provided that will provide information about the error. The errors will need to be corrected in the import file. Once the errors are corrected, clicking the "Reset" button will clear out the previous data and the corrected file can be imported.



7. Once the file has been accepted click "Submit" to complete the file upload.

8. The Confirmation screen will appear providing the opportunity to print the confirmation.