

**My Alabama Taxes (MAT) – Bulk Filing Instructions  
Local Sales, Use, Rental & Lodgings Tax**

**Instructions for Third Party / Bulk Filing Multiple Tax Returns  
for Clients**

To receive Third Party/Bulk Filing Status, you must submit the [Third Party/Bulk Filing Application](#). Once approved, you will receive an “Agent” account that you can use to sign on to the MAT system. With an Agent account, and your client’s approval, you will be able to file returns and submit payments on your client’s behalf using a single login. There are two options for filing and paying returns using your MAT login. You can enter the information on the return form on each of your client’s accounts or you can create text files, by tax type, that contain your client’s return and payment information for uploading to the system.

**The Return Form Method:** Before you can enter your client’s return information using the tax return form your client must first set their account to allow [third party logons](#). Then you must [add your client’s account](#) to your Account List by logging on to MAT and clicking the “Add Access to Another Account” link on the left side of the Home screen. Then you will need to enter your client’s tax account number, E-file Sign on ID, E-file Access Code and the third party password that your client created when setting their MAT profile to allow third party logons. Once the account is added you can access it by clicking the account number link on the accounts list.

**The Bulk Upload Method:** The Bulk Upload method allows you to create a comma delimited text file for each tax type that contains your client’s return and payment information to upload to the system. These files can be created using a spreadsheet program (i.e., Excel) and saved as a comma delimited text file with either a .txt or .csv file extension. A separate file is required for each tax type using the following layouts. Note: If a header row is used during the creation of the file it should be removed prior to uploading since the system will begin importing with the first row of the file.

**City & County Sales, Use, Lodgings and Rental Tax**

Position	Field Name	Length	Data Type	Max Decimals	Format
1	Account Number	10	Text		
2	Filing Period	8	Text		CCYYMMDD
3	Filing Frequency	1	Text		
4	Net Tax Due		Currency	2	###
5	Credit Claimed Amount		Currency	2	###
6	Payment Method	1	Text		
7	Funding Source	1	Text		
8	Address	35	Text		
9	City	33	Text		
10	State	2	Text		
11	Zip Code	5	Text		
12	Zip Plus 4	4	Text		
13	Payment Date	8	Text		
14	Bank Acct Type	1	Text		

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15	Bank Routing Number	9	Text		
16	Bank Acct Number	18	Text		
17	Bank Customer Type	1	Text		
<b>Repeating Fields (these are fields that may be repeated many times at the end of each record)</b>					
18	City County Code	5	Text		
19	Tax Type	2	Text		
20	Rate Type	6	Text		
21	Gross Amount	13	Currency	2	###
22	Deductions	13	Currency	2	###
23	Number of Auto	4	Text		
24	PJ	1	Text		
25	Jurisdiction Acct No	17	Text		

**EACH RECORD IN THE CITY & COUNTY FILE SHOULD CONTAIN THE FOLLOWING TWO PARTS OF INFORMATION - NOTE THAT EACH RECORD REPRESENTS ONE TAX RETURN FOR ONE CLIENT:**

**PART ONE - EACH RECORD IN YOUR FILE SHOULD CONTAIN THE FOLLOWING FIELDS OF DATA:**

**Account Number:** The maximum size for this field is 10 characters. This is the tax account number assigned to you by the Alabama Department of Revenue that begins with an R or with 9501. **NOTE:** Your file must contain valid, active account numbers. This is a **REQUIRED** field.

**Period End (CCYYMMDD):** The maximum size for this field is 8 characters. The period end field in your record should be in the format of CCYYMMDD. This is a **REQUIRED** field.

**Frequency:** The maximum size for this field is 1 character. This is a **REQUIRED** field. The frequency field in your record can be any one of the following **filing frequency codes:**

M = Monthly

Q = Quarterly

A = Annually

W = 13 Period Filer

**Net Tax Due\*:** The maximum size for this field is 13 characters. Net Tax Due is the "Total Net Tax Due" for ALL localities net of allowable discount and before any credit claimed amount or applicable penalty and interest. This is a **REQUIRED** field.

**Credit Claimed Amount\*:** The maximum size for this field is 13 characters. This field pertains to approved credit claimed for state-administered city and county taxes only. **NOTE:** Any credit for prior overpayment must be approved in advance by the ADOR. Credit claimed should not exceed the sum of The Total Net Tax Due for all State-administered taxes. Valid excess credit can be claimed on subsequent returns. This field is **OPTIONAL**.

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**Payment Method:** The maximum size for this field is 1 character. This is a REQUIRED field. The following are the Payment Method codes:

For a record that includes State-Administered Local Taxes ONLY

M = Mailing a check  
E = EFT Debit method payment  
V = EFT Credit method payment.  
X = E-File without payment (net tax is \$750 or greater)  
Z = Zero tax due (current returns only - no P&I).

For a record that includes Non-State Administered Local Taxes ONLY

A = EFT Debit method payment  
V = EFT Credit method payment  
F = Payment is internationally funded (IAT)  
Z = Zero tax due (current returns only - no P&I).

For a record that includes State-Administered and Self-Administered Local Taxes

Where Net Tax Due for SA portion is \$750 or greater:

E = EFT Debit method payment for both State-administered taxes and self-administered taxes  
P = E-File without payment for State-administered taxes, and EFT Debit method payment for Non-state administered taxes  
T = E-File without payment for State-administered taxes, and IAT payment for Non-state administered taxes  
F = Record includes a self-administered locality and the payment will be internationally funded.

Where Net Tax Due for SA portion is less than \$750:

E = EFT Debit method payment for both State-administered taxes and self-administered taxes  
S = Mail by check for State-administered taxes, and EFT Debit method payment for Non-state administered taxes  
R = Pay by check for State-administered taxes, and IAT payment for Non-state administered taxes  
F = Record includes a self-administered locality and the payment will be internationally funded.  
Z = Zero tax due (current returns only - no P&I).

**Funding Source:** The maximum size for this field is 1 character. This field pertains to whether or not an EFT payment is an International ACH Transaction (IAT). This field can be N (not IAT) or Y (IAT). This is a REQUIRED field if Payment Method is E, S, A or P.

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- If record includes a self-administered locality and the payment will be internationally funded, Payment Method must = F and payment must be initiated via ACH Credit method.
- If the record includes **only** state-administered localities, Payment Method **cannot** = F.

**Address:** The maximum size for this field is 35 characters. This is a required field if Funding Source equal Y.

**City:** The maximum size for this field is 33 characters. This is a required field if Funding Source equal Y.

**State:** The maximum size for this field is 2 characters. This is a required field if Funding Source equal Y.

**Zip:** The maximum size for this field is 5 characters. This is a required field if Funding Source equal Y.

**Zip +4:** The maximum size for this field is 4 characters. This is a required field if Funding Source equal Y.

**Payment Date (CCYYMMDD):** The maximum size for this field is 7 characters. The payment date field in your record should be in the format of CCYYMMDD. The Payment Date only applies to current returns filed **before** the Remit Due Date and **cannot** be a date beyond the Remit Due Date. This is a REQUIRED field if you are using payment method codes E, S, A or P, and filing current returns.

**Bank Account Type:** The maximum size for this field is 1 character. This is a REQUIRED field if you are using payment method codes E, S, A or P. The following are the bank account codes: C = Checking Account. S = Savings Account.

**Bank Routing Number:** The maximum size for this field is 9 characters. This is a REQUIRED field if you are using payment method codes E, S, A or P.

**Bank Account Number:** The maximum size for this field is 18 characters. This is a REQUIRED field if you are using payment method codes E, S, A or P.

**Bank Customer Type:** The maximum size for this field is 1 character. This is a REQUIRED field if you are using payment method codes E, S, A or P. The following are the bank customer type codes: B = Personal Account. B = Business Account.

**PART TWO - EACH RECORD IN THE CITY & COUNTY FILE SHOULD CONTAIN THE FOLLOWING EIGHT FIELDS OF DATA - THESE ARE FIELDS THAT MAY BE REPEATED MULTIPLE / UNLIMITED TIMES AT THE END OF EACH RECORD:**

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**City County Code:** The maximum size for this field is 5 characters. This is a **REQUIRED** field.

**Tax Type:** The maximum size for this field is 2 characters. This is a **REQUIRED** field. The following are the Tax Type codes:

ST = Sales Tax

SU = Sellers Use Tax

CU = Consumers Use Tax

RT = Rental Tax

LL = Lodgings Tax

**Rate Type:** The maximum size for this field is 6 characters. This is a **REQUIRED** field. The following are the Rate Type codes:

AUTO = Automotive Rate

FARM = Farm Rate

GENER = General Rate

MACH = Manufacturing Machine Rate

VEND = Vending Rate

WDFEE = Automotive Withdrawal Fee which only applies to Automotive Dealers for reporting the number of automotive vehicles withdrawn for use as demonstrators. Exception: Also applies to City of Huntsville Lodgings Surcharge for reporting the number of room nights.

LINEN = Linen/Garment Rate

RMFEE = Per Room Fee (Lodgings Tax Only) Use this rate type for localities that assess a flat fee per room per night for rooms, lodgings, or other accommodations. Use "GENER" when the tax is applied as a percentage of the cost of the accommodations.

**Gross Amount\*:** The maximum size for this field is 13 characters. This is a **REQUIRED** field.

**Deductions\*:** The maximum size for this field is 13 characters. This is a **REQUIRED** field.

**Number of Auto:** The maximum size for this field is 4 characters. Enter the number of automotive vehicles withdrawn for use as demonstrators (Use ST as your Tax Type Code and WDFEE as your Rate Type Code). If you are reporting Huntsville lodgings surcharge, enter the total number of room nights (Use LL as your Tax Type Code and WDFEE as your Rate Type Code). This is a **REQUIRED** field.

**PJ (Police Jurisdiction):** The maximum size for this field is 1 character. The PJ field in your record can be either Y or N. PJ refers to police jurisdiction and whether you are reporting the city tax in your file at the lower PJ rate. If you are reporting the city tax at the lower PJ rate, enter Y in this field of your file. If you are reporting the city tax at the full city limits rate of tax, enter N in this field of your file. **NOTE:** You must use N when reporting county tax, and when reporting the WDFEE rate type for City tax, otherwise the system will indicate an error upon processing your file. This is a **REQUIRED** field.

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**Jurisdiction Account Number:** The maximum size for this field is 17 characters. Jurisdiction Account Number applies to Non-State administered taxes only. This is the local taxpayer account number assigned to you by the self-administered jurisdiction for which you are reporting tax through this system. Enter the local taxpayer account number assigned to you by the self-administered jurisdiction. This is a REQUIRED field if you are reporting self-administered city/county taxes.

**\*FOR ALL DOLLAR FIELDS:** You must include dollars and cents (including the decimal) Do not enter alpha characters or symbols of any kind.

**The following is an example of one record in an import file:**

9501000000,20160131,M,476.86,0,E,N,,,,,20160222,C,000000000,33333333,B,9481,ST,GENER,2500,0,0,N,,9481,STPJ,GENER,1350,0,0,N,,9481,ST,FARM,2400,0,0,N,,9481,SU,GENER,2200,0,0,N,,7064,ST,GENER,7500,0,0,N,11111,7064,ST,MACH,5000,0,0,N,11111,7064,SU,GENER,1500,0,0,N,11111,9388,ST,GENER,450,0,0,N,22222,9388,ST,FARM,2505,0,0,N,22222,9388,CU,GENER,120,0,0,N,22222,7007,ST,MACH,1500,0,0,N,,7007,ST,GENER,120,0,0,N,,7007,SU,GENER,150,0,0,N,,7007,SU,MACH,125,0,0,N,,7007,CU,GENER,320,0,0,N,