

My Alabama Taxes (MAT) – Bulk Filing Instructions State 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.

State Lodgings

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	Total Gross Charges		Currency	2	###
5	Total Deductions Amount		Currency	2	###
6	Total Tax Due		Currency	2	###
7	Credit Claimed Amount		Currency	2	###
8	Payment Method	1	Text		
9	Funding Source	1	Text		
10	Address	35	Text		
11	City	33	Text		
12	State	2	Text		
13	Zip Code	5	Text		

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14	Zip Plus 4	4	Text
15	Payment Date	8	Text
16	Bank Acct Type	1	Text
17	Bank Routing Number	9	Text
18	Bank Acct Number	18	Text
Repeating Fields (these are fields that may be repeated many times at the end of each record)			
19	County Code	4	Text
20	Gross Charges	13	Text
21	Deductions	13	Text

THE STATE LODGINGS FILE SHOULD CONTAIN THE FOLLOWING FIELDS OF DATA FOR EACH RECORD:

Account Number: The maximum size for this field is 10 characters. Please note that if your account number has a space, the space must be included in the field. **NOTE:** Your file must contain valid, active account numbers.

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

Frequency: The maximum size for this field is 1 character. The frequency field in your record must be the following **frequency code:** M = Monthly.

Total Gross Charges*: The maximum size for this field is 13 characters. This amount is the sum of the Gross Charges for all county locations.

Total Deductions Amt*: The maximum size for this field is 13 characters. This amount is the sum of the Deductions for all county locations.

Total Tax Due*: The maximum size for this field is 13 characters. The total tax due is the total tax for all county locations, before any discounts, credit claimed, or penalty and interest.

Credit Claimed*: The maximum size for this field is 13 characters. **NOTE:** Any credit for prior overpayment must be approved in advance by the ADOR. Credit claimed should not exceed the Total Amount Due. Valid excess credit can be claimed on subsequent returns.

Payment Method: The maximum size for this field is 1 character. The payment method field in your record can be any one of the following **payment method codes:**

- M = Mail by check
- E = EFT Debit
- V = EFT Credit
- Z = Zero Tax Due
- X = E-File without payment

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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.

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 8 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 code E and filing current returns.

Bank Account Type: The maximum size for this field is 1 character. This field is required if payment method E is used. The bank account type field in your record can be either **C** for checking or **S** for savings.

Bank Routing Number: The maximum size for this field is 9 characters. This field is required if payment method E is used.

Bank Account Number: The maximum size for this field is 18 characters. This field is required if payment method E is used.

Repeatable Fields: Report state lodgings tax by county business locations. Therefore, these three fields may be repeated at the end of each record for each county location:

- **County Code:** The maximum size is 4 characters. This is a required field. [For a list of these codes, click here.](#)
- **Gross Charges:** The maximum size is 11 characters. This is a required field. This amount is the total gross charges for the county location.
- **Deductions:** The maximum size is 11 characters. This is a required field. This amount is the total deductions for the county location.

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