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

Position	Field Name	Length	Data Type	Max Decimals	Format
1	Account Number	10	Text		
2	Filing Period	8	Text		CCYYMMDD
3	Frequency	1	Text		
4	Gross Receipts Amount AUTO		Currency	2	#.##
5	Gross Receipts Amount LINENS		Currency	2	#.##
6	Gross Receipts Amount OTHER		Currency	2	#.##
7	No Tax Leases Amount AUTO		Currency	2	#.##
8	No Tax Leases Amount LINENS		Currency	2	#.##
9	No Tax Leases Amount OTHER		Currency	2	#.##
10	Amount of Tax		Currency	2	#.##
11	Credit Claimed Amount	13	Text		
12	Payment Method	1	Text		
13	Funding Source	1	Text		
14	Address	35	Text		

15	City	33	Text
16	State	2	Text
17	Zip Code	5	Text
18	Zip Plus 4	4	Text
19	Payment Date	8	Text
20	Bank Acct Type	1	Text
21	Bank Routing Number	9	Text
22	Bank Acct Number	18	Text

THE STATE RENTAL FILE SHOULD CONTAIN THE FOLLOWING FIELDS OF DATA FOR EACH RECORD IN YOUR FILE:

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 can be any one of the following **frequency codes**:
M = Monthly
Q = Quarterly
A = Annually
W = 13 Period Filer

Gross Receipts AMT AUTO, Gross Receipts AMT LINENS, Gross Receipts AMT OTHER*: The maximum size for this field is 13 characters.

No Tax Leases Amt AUTO, No Tax Leases Amt LINENS, No Tax Leases Amt OTHER*: The maximum size for this field is 13 characters.

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 sum of Amount of Tax. Valid excess credit can be claimed on subsequent returns.

Amount of Tax*: The maximum size for this field is 13 characters. The amount of tax is the total tax before any discounts, credit claimed and amounts over-collected.

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

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 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 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 any one of the following **bank account type codes**:
C = Checking
S = 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.

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