

# Tax Return Payments in MAT

- The filing and payment process is different between a **State** tax return and a **Local** tax return.

# State Return Payments in MAT

- Enter and submit the state tax return and receive one confirmation, then on that **return confirmation page** you click the **Pay** button to make the payment and receive a second confirmation.
- If you are unsure if you made the state return payment, click the **Home** link and then the **Request** tab.
  - The state account should show a return and a payment in the list of Requests for the same **Id** and **Period**.
    - If there is no payment request showing, then the payment has not been submitted. Click the **Periods** tab and click the **Pay** link for that return period and proceed with making the payment.

# Local Return Payments in MAT

- Enter information on the local tax return, proceed through entering the payment information and receive one confirmation.
- If you go to the **Request** tab, the local return will only show a return request because the payment was submitted as part of the return.

**The following screens will show how to view the payment information that was submitted with a local return.**

Local Tax

RITS Id LCL [redacted]  
 Filing Frequency Monthly  
 Payment Source [redacted] [Edit](#)

Balance 0.00  
 Pending Payments + Returns 0.00  
 Effective Balance 0.00

Names and Addresses

Alias Name [Edit](#) [redacted]  
 DBA Name [Add](#)  
 Legal Name [Edit](#)  
 Location Address [Edit](#)  
 Mailing Address [Edit](#)

**PERIODS** REQUESTS<sup>0</sup> ACTIVITY MESSAGES<sup>0</sup> LETTERS

ALL PERIODS REQUIRES ATTENTION<sup>0</sup>

Periods from 01-Jan-2010 [Change Date](#) [Defaults](#) [Filter](#)

Period	Status		Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2013	Received	<a href="#">View Return</a> <a href="#">Pay</a>	34.58	0.00	0.00	34.58	0.00	
31-May-2013	Received	<a href="#">View Return</a> <a href="#">Pay</a>	17.00	0.00	0.00	17.00	0.00	
30-Apr-2013	Received	<a href="#">View Return</a> <a href="#">Pay</a>	0.00	0.00	0.00	0.00	0.00	
31-Mar-2013	Received	<a href="#">View Return</a> <a href="#">Pay</a>	0.00	0.00	0.00	0.00	0.00	
28-Feb-2013	Received	<a href="#">View Return</a> <a href="#">Pay</a>	0.00	0.00	0.00	0.00	0.00	

If you have filed the return and it has already processed, click on **View Return** in the Periods tab.

Log Off

Home  
Back  
Help

### Local Tax

RITS Id: LCL  
Filing Frequency: Monthly  
Payment Source: [redacted] [Edit](#)

Balance: 0.00  
Pending Payments + Returns: 0.00  
Effective Balance: 0.00

### Names and Addresses

Alias Name: [Edit](#)  
DBA Name: [Add](#)  
Legal Name: [Edit](#)  
Location Address: [Edit](#)  
Mailing Address: [Edit](#)

PERIODS | **REQUESTS<sup>0</sup>** | ACTIVITY | MESSAGES<sup>0</sup> | LETTERS

SEARCH

Requests from 16-May-2013 [Change Date](#) [Search by Request Number](#) [Defaults](#) [Filter](#)

Submitted	Processed	Account	Id	Period	Title	Status	Request #
08-Jul-2013	08-Jul-2013	Local Tax	LCL	30-Jun-2013	<a href="#">Return for 30-Jun-2013</a>	Completed	[redacted]

100%

OR:

In the **Requests** tab, click on the Local Tax return link.

ALABAMA DEPARTMENT OF REVENUE  
My Alabama Taxes

Local Tax

RITS Id [Redacted]  
Filing Frequency Monthly  
Payment Source [Redacted] [Edit](#)

Names and Addresses

DBA Name [Redacted]  
Legal Name [Redacted]  
Location Address [Redacted] [Edit](#)  
Mailing Address [Redacted] [Edit](#)

Balance 0.00  
Pending Payments + Returns [Redacted]  
Effective Balance [Redacted]

Log Off

Home  
Back  
Help

PERIODS **REQUESTS¹** ACTIVITY MESSAGES⁰ LETTERS

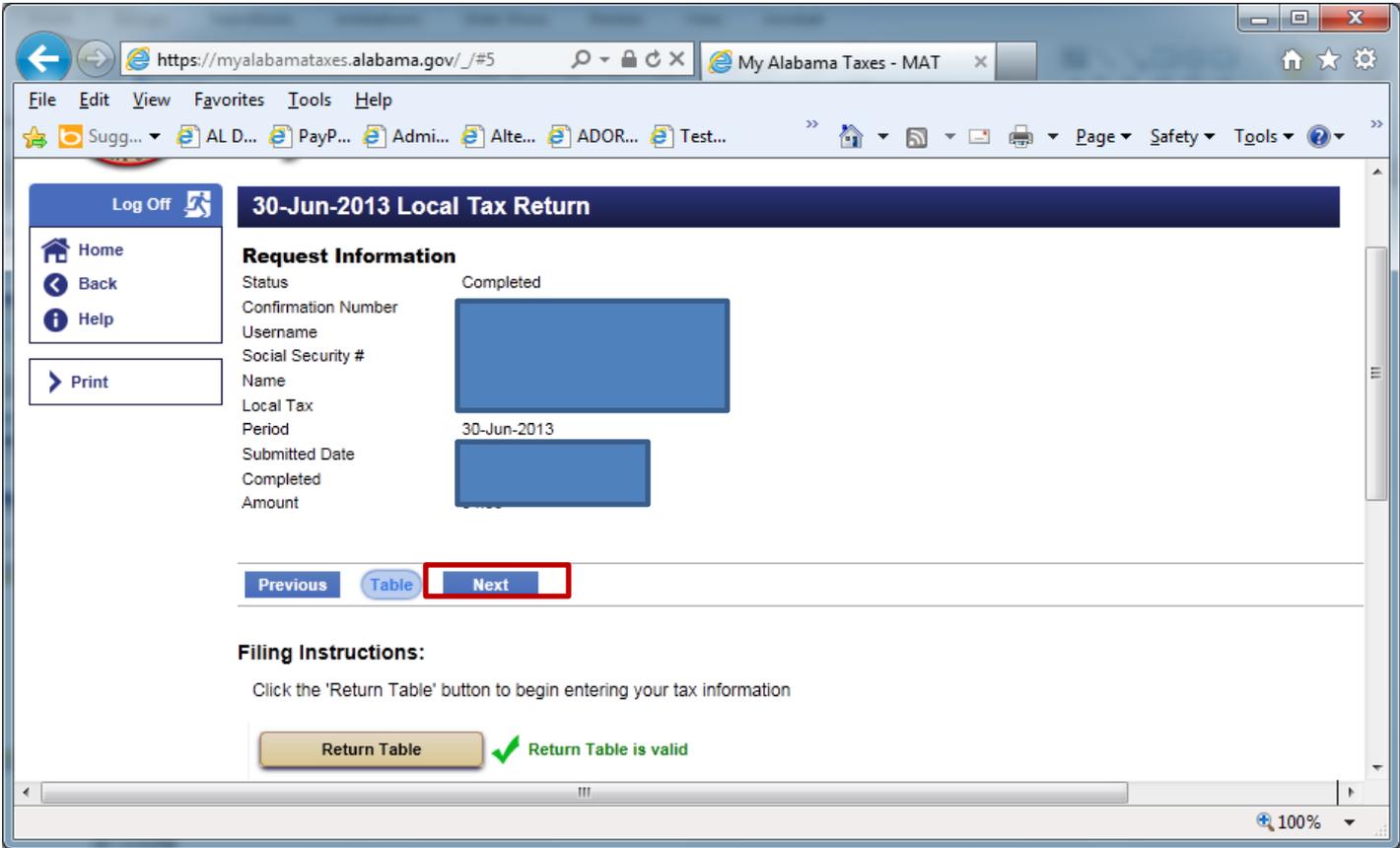
**WAITING TO BE PROCESSED¹** [SEARCH](#)

Requests waiting to be processed [Filter](#)

Submitted	Account	Id	Period	Title	Request Status	Request #
15-Jul-2013	Local Tax	LCL [Redacted]	30-Jun-2013	<a href="#">Return for 30-Jun-2013</a>	<a href="#">Processing...</a>	[Redacted]

This is an example of a return that has not yet processed. (Returns are processed overnight).

Click on the return link.



After clicking on one of the links as described on the previous pages, you will be on the **Local Tax Return** screen.

Click the **Next** button.

Log Off **30-Jun-2013 Local Tax Return**

- Home
- Back
- Help

Print

**Request Information**

Status Completed  
Confirmation Number [Redacted]  
Username [Redacted]  
Social Security # [Redacted]  
Name [Redacted]  
Local Tax [Redacted]  
Period 30-Jun-2013  
Submitted Date [Redacted]  
Completed [Redacted]  
Amount [Redacted]

Previous  1 Overview **Next**

**Local Tax Return (9501) Overview**

Date Received 08-Jul-2013  
Total Item Count 2 [View Return Table](#)

**Return Breakdown**

	State Administered	Non-State Administered
Line Item Count	1	1
Gross Amount	1,820.00	1,820.00
Deductions	0.00	0.00
Taxable Amount	1,820.00	1,820.00
Consumer Use Tax	0.00	0.00
Lodgings Tax	36.40	45.50
Rental Tax	0.00	0.00
Sales Tax	0.00	0.00
Sellers Use Tax	0.00	0.00
<b>Gross Tax</b>	<b>36.40</b>	<b>45.50</b>
Interest	0.00	0.00
Late Pay Penalty	0.00	0.00
Late File Penalty	0.00	0.00
Discount	1.82	2.28
Net Tax Due	34.58	
Credit Claimed (ADOR Approved)	0.00	

Click the **Next** button, again.

Browser address bar: [https://myalabamataxes.alabama.gov/\\_/#5](https://myalabamataxes.alabama.gov/_/#5)

Page Title: My Alabama Taxes - MAT

Navigation: File Edit View Favorites Tools Help

Log Off

### 30-Jun-2013 Local Tax Return

#### Request Information

Status	
Confirmation Number	
Username	
Social Security #	
Name	
Local Tax	
Period	30-Jun-2013
Submitted Date	
Completed	
Amount	

Buttons: Previous [✓1] [✓2] Payment

#### 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: \$34.58

The Total Amount Due for Non-State Administered Localities is: \$43.22  
[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

This brings you to the Payment page where you can see all of the information as it was when you submitted the return.

Browser window showing the Alabama Department of Revenue's My Alabama Taxes (MAT) interface. The page title is "Local Tax Payment".

Navigation: Previous, 1, 2, Payment

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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:

Account Number:

Payment Source Saved  New Payment Source

Total Payment Amount:

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The **Total Payment Amount** equals the combined totals of the Total Amount Due to ADOR plus the Total Amount Due to the NSAs.

The payment for the total amount of this return was authorized to be paid.

Local Tax

RITS Id LCL  
Filing Frequency Monthly  
Payment Source Edit  
Balance 0.00  
Pending Payments + Returns 0.00  
Effective Balance 0.00

Names and Addresses

Alias Name Edit  
DBA Name Add  
Legal Name Edit  
Location Address Edit  
Mailing Address Edit

PERIODS REQUESTS<sup>0</sup> ACTIVITY MESSAGES<sup>0</sup> LETTERS

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Periods from 01-Jan-2010

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31-May-2013	Received	View Return	Pay	17.00	0.00	0.00	17.00	0.00	
30-Apr-2013	Received	View Return	Pay	0.00	0.00	0.00	0.00	0.00	
31-Mar-2013	Received	View Return	Pay	0.00	0.00	0.00	0.00	0.00	
28-Feb-2013	Received	View Return	Pay	0.00	0.00	0.00	0.00	0.00	

You can also see the payment information on the return by clicking on **View Return** in the Periods tab.

The screenshot shows a web browser window with the URL <https://myalabamataxes.alab...>. The page title is "ALABAMA DEPARTMENT OF My Alabama Taxes". The main content area displays "Local Tax Return for 30-Jun-2013" with the following details:

- Due: 22-Jul-2013
- Period: 30-Jun-2013
- Received: 08-Jul-2013

Navigation tabs include "OVERVIEW" and "PAYMENT". A "Print" link is visible in the left sidebar. Below the tabs, the "Local Tax Return (9501) Overview" section shows:

- Date Received: 08-Jul-2013
- Total Item Count: 2
- View Return Table button

The "Return Breakdown" table is as follows:

	State Administered	Non-State Administered
Line Item Count	1	1
Gross Amount	1,820.00	1,820.00

Click the **Print** link to open the full return document.

(You can also click the **Payment** tab to view the information as shown in previous images.)

ALABAMA DEPARTMENT OF REVENUE  
 SALES AND USE TAX DIVISION  
 PO BOX 327790, MONTGOMERY AL 36132-7790

Form: 9501  
 MAT Confirmation: M [REDACTED]

### Alabama Local Tax Return

ACCOUNT NUMBER: LCI [REDACTED]  
 REPORT FOR THE PERIOD OF: 30-Jun-2013  
 DATE FILED: 08-Jul-2013 12:00:00 AM  
 DUE DATE: 22-Jul-2013

Name: [REDACTED]  
 Address: [REDACTED]

**Payment Summary**

Payment Date:	08-Jul-2013		
Locality	Code	Jurisdiction Account	Tax Due
GULF SHORES	9428	[REDACTED]	\$43.22
ADOR			\$34.58
<b>Total Tax Paid:</b>			<b>\$77.80</b>

The last page in the **Print** document shows the **Payment Date**, who is to be paid, and the **Total Tax Paid**.

If the payment had not been authorized with the return, it would show **Total Tax Due**.

**NOTE:** A local return with a Non-State Administered (NSA) locality on the return will require at least the NSA portion to be paid electronically with the return before the return can be filed and receive a confirmation.

- If you find that you have made an additional payment in error, and it has not yet processed (it is before 4:00 pm on the payment date), you can withdraw that request.
  - On the **Request** tab, click on the **Payment** link for the erroneous payment, click the **Withdraw** link on the left side of the screen and then click the **Confirm** button.
- If it is too late to withdraw the payment (it is after 4:00 pm on the payment date), you will need to contact [ADOR](#) or the [self-administered locality](#) regarding the additional payment.