

STATE OF ALABAMA
DEPARTMENT OF REVENUE



Alabama
Electronic Funds Transfer
Tax Payment Program



EFT
Program
Guide

ACH Debit Payment Method
Procedures and Guidelines

February 2006

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Alabama
Electronic Funds Transfer (EFT)
Tax Payment Program

ACH Payment Method

Executive Summary

Your company has been approved to pay Alabama taxes through EFT using the Automated Clearing House (ACH) Debit Payment Method. This document provides the procedures for making those payments.

Taxpayers are responsible for authorizing EFT tax payments in a timely manner. The procedures for reporting tax payment information are as follows:

1. Upon properly registering for the Alabama EFT Tax Payment Program, taxpayers are assigned confidential identification numbers to ensure security of the payment information.
2. On a business day before the due date of the tax, the taxpayer authorizes the tax payment by making a telephone call to the third party Data Collection Center.
3. A verification code/payment validation number, which is computed by the taxpayer from the reported information, is utilized to ensure proper transfer of the payment information.
4. On the next day, the amount of the authorized tax payment is transferred from the taxpayer's bank account to the State of Alabama's bank account. Timely payments must be initiated no later than 3:45 p.m. CST (4:45 EST) on the business day before the payment due date of the tax.
5. The returns must still be timely filed and must be mailed to:

Alabama Department of Revenue
EFT Unit
P.O. Box 327950
Montgomery, AL 36132-7950

To assist taxpayers, a hotline has been established; the toll free number to the hotline is 1-800-322-4106, option 7 for EFT. (See Appendix IIB for tax division options.)

Additional information concerning the payment of Alabama taxes using the ACH Debit Payment Method is provided in this booklet.

Introduction

Receipt of this program guide is notice that your company is registered as a participant of the Alabama Electronic Funds Transfer (EFT) Tax Payment Program and that your company must use the Automated Clearing House (ACH) Debit Payment Method. Please note that an ACH Debit payment is not the same as a FedWire transfer and FedWire is not an authorized payment method under the Alabama EFT Tax Payment Program.

Scope of the Program Guide:

This program guide is not intended to be a complete explanation of the rules and regulations of the National Automated Clearing House Association (NACHA); rather, it is intended to cover only the specific requirements of the Alabama Department of Revenue concerning the payment of state taxes using the ACH Debit Payment Method. A complete set of rules and regulations for the Automated Clearing House Network is available from:

**National Automated Clearing House Association
607 Herndon Parkway, Suite 200
Herndon, VA 20170
(703) 742-9190**

Authorizations are Received by a Data Collection Center:

A third-party Data Collection Center will serve to receive authorization from registered EFT taxpayers. Filing instructions, the Data Collection Center toll-free numbers, and the taxpayer's confidential identification numbers are provided on separate documents. Please secure them for future use. The Data Collection Center accumulates the information provided by taxpayers and, on the afternoon of each business day, provides that information to the State of Alabama's bank to initiate the ACH debit payment transactions.

Assistance is Available from the EFT Unit:

Should you still have questions concerning the ACH Debit Payment Method after having read this booklet, please call toll-free the Alabama Department of Revenue, EFT Unit at 1-800-322-4106, option 7.

THE REQUIREMENT TO PAY STATE TAXES USING EFT DOES NOT CHANGE THE DUE DATE OF ANY TAXES NOR DOES IT CHANGE THE REQUIREMENT TO FILE TAX RETURNS.

Electronic Funds Transfer (EFT) Tax Payment Requirements

Section 41-1-20, *Code of Alabama 1975*, as amended, provides the Alabama Department of Revenue with the authority to require taxpayers making payments in excess of \$25,000 to make those payments using EFT.

Who is required to participate in the EFT Tax Payment Program?

Effective January 1, 1992, taxpayers who make individual tax payments which exceed those threshold amounts as defined in Section 41-1-20, *Code of Alabama 1975*, as amended, are required to make their payments in accordance with the rules of the Alabama Electronic Funds Transfer Tax Payment Program.

The determination of which taxpayers will be subject to the EFT tax payment requirements of the new legislation is made by the Department on a tax-by-tax basis, and is based on individual payments made to the Alabama Department of Revenue during a calendar year rather than on the total amount of payments made during a calendar year.

The individual tax payment threshold amount was established by Section 41-1-20, *Code of Alabama 1975*, as amended:

The threshold amount for calendar year 1994 and years thereafter is \$25,000. Taxpayers making individual payments of \$25,000 or more will comply with the new EFT tax payment requirements for payments made during the calendar year 1994 and all years thereafter.

Once selected by the Alabama Department of Revenue to make EFT payments for a tax, taxpayers will be required to continue to make EFT payments for the tax until released from that obligation by the Department.

Taxpayer Responsibility

Timeliness of Reporting EFT Tax Payments:

Taxpayers registered to use the ACH Debit Payment Method are responsible for ensuring that the authorizations to the Data Collection Center are made timely and properly.

A timely ACH Debit payment will be initiated by communicating payment information to the Data Collection Center no later than 3:45 p.m. CST (4:45 EST) on the business day before the due date of the payment. Payment authorized before 3:45 p.m. CST (4:45 EST) on one business day will settle (be credited to the State of Alabama's bank account) the following business day.

Special attention must be given to holidays and weekends.

If a tax payment due date falls on a Saturday, Sunday, Alabama ACH Association holiday, or Alabama legal bank holiday, payment by EFT is required so the payment settles on the first business day after the due date of the payment.

If the date on which the taxpayer is required to make the authorization call to the Data Collection Center falls on a Saturday, Sunday, or a business or banking holiday, the taxpayer must make the authorization phone call before 3:45 p.m. CST (4:45 EST) on the prior business day.

Tax Return Filing Requirements:

The requirement to make a payment to the Alabama Revenue Department using the Alabama EFT Tax Payment Program does not change any current filing requirements for tax returns. **TAX RETURNS MUST STILL BE TIMELY FILED.** Returns for which EFT payments are made must be mailed to the following address:

**Alabama Department of Revenue
EFT Unit
P.O. Box 327950
Montgomery, AL 36132-7950**

Penalties:

If the EFT payment is not timely authorized or if the required tax return is not filed by the due date, the provisions for late payment penalties, late filing penalties, interest, and loss of applicable discount shall apply under the provisions of the appropriate revenue laws of the *Code of Alabama 1975*, as amended.

ACH Debit Payment Method Sequence of Events

After having properly registered to make tax payments using the ACH Debit Payment Method, the sequence of events in making the payments will be as follows:

1. The third party Data Collection Center will submit a “prenote” transaction as required.
2. The taxpayer will determine the total amount of tax due with respect to the tax for which the payment is being made.
3. The person initiating the debit payment should ensure the timely filing of the tax return.
4. The taxpayer will complete a worksheet in a format provided by either the third party collection center or the Alabama Revenue Department (see Appendix IIA).
5. The taxpayer must contact the Data Collection Center no later than 3:45 p.m. CST (4:45 EST) on the business day before the due date of the payment and will provide the federal/state code, taxpayer ID number, or PIN, as applicable.
6. The Data Collection Center will receive the information provided by the taxpayer and will recompute the verification code/validation number to ensure proper transfer of the information. The taxpayer must retain the worksheet and should record the date and time of the call as an audit trail of the payment. Successful completion of the transmission to the Data Collection Center will fulfill the taxpayer’s obligation for timely authorization of the ACH Debit tax payment.
7. The amount of payment authorized by the taxpayer will be transferred from the taxpayer’s bank account to the State of Alabama’s bank account on the morning of the business day following the day of a transmission to the Data Collection Center.
8. The State of Alabama’s bank will provide tax payment information to the Alabama Revenue Department so the payments can be credited to the taxpayer’s tax account.
9. The taxpayer will timely mail the tax return to the following address:

**Alabama Department of Revenue
EFT Unit
P.O. Box 327950
Montgomery, AL 36132-7950**

Requirement for Filing Returns

The requirement to use EFT to make tax payments does not change any current filing requirements for tax returns. If the EFT payment is not timely made or the required tax return is not filed by the due date, the provisions for late payment penalties, late filing penalties, interest, and loss of applicable discount shall apply under the provisions of the appropriate revenue laws of the *Code of Alabama 1975*, as amended, unless otherwise provided in the rules for the Alabama EFT Tax Payment Program.

Most return forms will have an EFT payment indicator for the taxpayer to complete. However, in the absence of an EFT payment indicator, taxpayers must ***boldly and legibly print on the face of the return that payment was made using EFT.***

Returns for which EFT payments are made must be mailed to the following address:

**Alabama Department of Revenue
EFT Unit
P.O. Box 327950
Montgomery, AL 36132-7950**

Penalties for Noncompliance

The provisions of *Code of Alabama 1975*, as amended, shall govern the administration of any tax, interest, or penalty assessed due to late EFT payments except as provided in the rules for the Alabama EFT Tax Payment Program.

No specific additional penalty provisions are provided concerning compliance with the EFT tax payment requirement. Rather, the general provisions for all taxpayers apply. To avoid the imposition of penalties, timely filing of the tax return along with timely payment in accordance with the provisions of *Code of Alabama 1975*, as amended, and the provisions of the rules for the Alabama EFT Tax Payment Program is required.

Failure of a taxpayer to respond to the notification from the Department concerning the required use of EFT to make payments for a tax, or failure to make EFT payments in accordance with the rules established for the Alabama EFT Tax Payment Program in a timely or proper manner shall subject the taxpayer to applicable penalty, interest, and loss of discount as provided by the *Code of Alabama 1975*, as amended, for delinquent or deficient tax payments.

If payment is made for a tax for which a taxpayer was selected to make payments using EFT, and the payment is made in a method not in accordance with the stated procedures for the Alabama EFT Tax Payment Program, a delinquent payment penalty for that tax as specified in the *Code of Alabama 1975*, as amended, may be assessed. In addition to any penalty which may be imposed, interest shall be added to the amount of tax from the due date of the tax payment to the date funds become available to the State Treasury.

Penalties may be waived when the circumstances causing delinquency are beyond the control of the taxpayer. Errors made by the Data Collection Center, the State Treasury, or the Alabama Department of Revenue resulting in a late payment by the taxpayer shall not subject the taxpayer to late payment penalties, interest, or loss of applicable discount.

A taxpayer required to make EFT payments and who is unable to make a timely payment because of system failures beyond the taxpayer's control within the Automated Clearing House System shall not be subject to penalty or interest for late payment, or loss of applicable discount.

Voluntary Participation in the EFT Tax Payment Program

Taxpayers required to make EFT payments for a tax may also request permission to make EFT payments for other taxes. Taxpayers not required to make EFT payments for any tax may request permission from the Alabama Revenue Department to make EFT payments for a tax.

Taxpayers making a voluntary election to make EFT payments for a tax are subject to the same rules of the Alabama EFT Tax Payment Program as taxpayers required to make EFT payments.

Written applications for voluntary participation in the EFT Tax Payment Program must be filed with the Department at least 60 calendar days prior to the due date of the tax payment(s) in question.

Requests for voluntary participation must be directed to:

**Alabama Department of Revenue
EFT Unit
P.O. Box 327950
Montgomery, AL 36132-7950**

Relief of the EFT Tax Payment Requirement

Any taxpayer required by the Alabama Revenue Department to use EFT for tax payments may apply to the Department to be relieved of the requirement if it appears that the taxpayer no longer meets the criteria for mandatory EFT payments.

However, if the taxpayer subsequently makes a non-EFT payment in an amount equal to or in excess of the threshold amount for the period and tax for which the taxpayer was previously selected to make payments using EFT, the taxpayer may be subject to all applicable penalties, interest, and loss of discounts.

Correcting Erroneous EFT Payments

For EFT tax payments to be made in a timely manner, the authorization must be made to the Data Collection Center no later than 3:45 p.m. CST (4:45 EST) on the business day prior to the due date of the tax. The procedure for correcting an erroneous EFT tax payment depends on whether the deadline for making a timely authorization for the payment has passed.

If a timely authorization call can still be made, the taxpayer must use voice (operator) or internet.

If the deadline for a timely authorization call has passed, the taxpayer must promptly contact the EFT Unit at 1-800-322-4106, option 7 to arrange for appropriate action.

If the taxpayer error involves an overpayment of tax, the taxpayer may either elect to have the overpayment applied against the liability for the next reporting period or may petition for a refund under the provisions of the applicable tax statute. The Department will make every effort to expedite a refund requested by the taxpayer to correct an EFT payment error.

Underpayments must be corrected by the taxpayer immediately to mitigate any penalties. If the taxpayer error involves an underpayment of tax, the taxpayer must contact the EFT Unit and make appropriate arrangements to initiate payment for the amount of the underpayment.

Except as provided for in the rules for the Alabama EFT Tax Payment Program, failure of a taxpayer to make a timely EFT payment because of circumstances under the taxpayer's control, including, but not limited to, insufficiency of funds in the taxpayer's account or a direct payment to the Alabama Revenue Department using an unauthorized payment method may result in penalty, interest, and loss of applicable discount.

NOTE: Call the EFT Unit ***whenever*** a payment error is detected!

Changes in Taxpayer's Bank Information

Taxpayers registered to pay State taxes using the ACH Debit Payment Method are responsible for ensuring that the Alabama Department of Revenue has the proper banking information for debiting the taxpayer's bank account. Any change in the taxpayer's banking information must be provided to the Alabama Department of Revenue, in writing, at least 30 days prior to the due date of the tax. Taxpayers may either call the EFT Unit and request the "EFT Bank Change Information" form or access the print version of the form located under the EFT portion of the departments Web site (www.revenue.alabama.gov). This can be faxed to EFT at 334-242-0251.

**Alabama Department of Revenue
EFT Unit
P.O. Box 327950
Montgomery, AL 36132-7950**

Holidays and Weekends

Special attention must be given to holidays and weekends.

If a tax payment due date falls on a Saturday, Sunday, Alabama ACH Association holiday, or Alabama legal bank holiday, the payment by EFT is required so the payment settles (is deposited to the State of Alabama's bank account) the **first business day after** the due date of the payment.

If the date on which the taxpayer is required to make the authorization call to the Data Collection Center falls on a Saturday, Sunday, or a business or banking holiday, the taxpayer must make the authorization before **3:45 p.m. CST** (4:45 EST) on the **prior** business day.

If the taxpayer makes the authorization through the Data Collection Center **after** **3:45 p.m. CST** (4:45 EST) on the business day before the tax due date, the payment will be posted to the taxpayer's account on the next business day following the due date and **will constitute late payment.**

Please consider the following holiday schedules to determine when an authorization call to the Data Collection Center must be made.

Holidays and Weekends

LEGAL HOLIDAYS – Alabama ACH Association

| | |
|---|--------------------------|
| New Years Day | January 1 |
| Martin Luther King’s Birthday | 3rd Monday in January |
| President’s Day | 3rd Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | 1st Monday in September |
| Columbus Day | 2nd Monday in October |
| Veterans’ Day | November 11 |
| Thanksgiving Day | 4th Thursday in November |
| Christmas | December 25 |

LEGAL HOLIDAYS – Alabama Banks

| | |
|---|--------------------------|
| New Years Day | January 1 |
| Martin Luther King’s Birthday | 3rd Monday in January |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | 1st Monday in September |
| Thanksgiving Day | 4th Thursday in November |
| Christmas | December 25 |

LEGAL HOLIDAYS – Alabama State Offices

When Alabama Department of Revenue is closed for the following holidays, and assistance will not be available from the EFT Unit.

| | |
|---|--------------------------|
| New Years Day | January 1 |
| Martin Luther King’s Birthday | 3rd Monday in January |
| President’s Day | 3rd Monday in February |
| Confederate Memorial Day | 4th Monday in April |
| National Memorial Day | Last Monday in May |
| Jefferson Davis’ Birthday | 1st Monday in June |
| Independence Day | July 4 |
| Labor Day | 1st Monday in September |
| Columbus Day | 2nd Monday in October |
| Veterans’ Day | November 11 |
| Thanksgiving Day | 4th Thursday in November |
| Christmas | December 25 |

When holidays fall on a Saturday, the preceding day may be observed.

When holidays fall on a Sunday, the following Monday may be observed. Often the day after Thanksgiving is declared a holiday.

Taxes Covered by the Alabama EFT Tax Payment Program

Payments for the following taxes will be subject to the Alabama EFT Tax Payment Program:

- Alabama Nursing Facility Privilege Tax
- Alabama Pharmaceutical Services Tax
- Business Privilege Tax
- Cellular Telecommunication Services Tax
- Coal Severance Tax (State and Local)
- Contractor's Gross Receipts Tax
- Corporate Income Tax
- Corporate Shareholders Income Tax
- Financial Institutions Excise Tax
- Forest Products Severance Tax (State and Local)
- Freight Line Equipment Companies' Tax
- Gasoline Tax (State and Local)
- Gasoline Tax (Aviation)
- Hazardous Waste Fee
- Hydro-Electric KWH Tax
- Income Tax Withholding Payments
- International Fuel Tax Agreement
- Local Solid Mineral
- Lodgings Tax (State and Local)
- Lubricating Oils Tax
- Motor Carrier Mileage Tax
- Motor Fuels (Diesel) Tax (State and Local)
- Oil and Gas Privilege Tax
- Oil and Gas Production Tax
- Oil and Gas Severance Taxes (Local)
- Pari-Mutuel Pool Tax
- Playing Cards Tax
- Registration of Securities
- Rental or Leasing of Personal Property Tax
- Sales Tax (State and Local)
- Telephone Tax/Telephone Gross Receipts
- Tobacco Tax (State and Local)
- T.V.A. Electric Payments
- Under/Above Ground Storage
- Use Tax (State and Local)
- Utility Excise Tax
- Utility Gross Receipts Tax
- Utility License Tax (2.2%)
- Wholesale Oil License Payments

Appendix I is a listing of the Fed/State, Tax, and TXP Codes to be used for these taxes.

Zero Payments

Under the ACH Debit Payment Method zero tax liabilities are no longer required to be reported. Or, if preferred, zero payments can be reported in accordance with the same procedures as regular payments with the exception that a “*12” is reported as the payment type rather than a “*81.”

Proof of Payment

The Department will credit the taxpayer with the amount paid on the date the payment is received by the State of Alabama’s bank account (the settlement date).

An ACH Debit Payment transaction may be proven by use of the verification/validation codes received from the Data Collection Center when the transaction was authorized along with bank statements or other evidence from the bank that the transaction was settled.

Web Sites

www.revenue.alabama.gov for EFT information.

- initial booklet information
- ACH Debit Payment Method guide
- ACH Credit Payment Method guide
- authorization agreement
- bank change form

www.revenue.alabama.gov/salestax/efiling.html for Sales Tax.
Alabama Paperless Filing & Payment System

www.govone.com/aldor

Internet Method for making EFT Debit Method Payments of taxes not available on the Paperless Filing System.

**Please initiate payment by using only ONE of these methods!*

Appendix I

Alabama EFT Tax Payment Program TXP Code Table

| Fed/State Code | Tax Description | Form Type | Tax Code | TXP Code |
|-----------------------|--|------------------|-----------------|-----------------|
| 0100 | Cellular Telecommunications | 2240 | CL | 04620 |
| 0101 | Coal Severance Tax-State | CST1 | NC | 08510 |
| 0102 | Contractors' Gross Receipts Tax | 2510 | CR | 04630 |
| 0103 | Telephone Gross Receipt Tax | FT58 | TP | 04693 |
| 0104 | Business Privilege Tax Return | PSA | PS | 07770 |
| | Business Privilege Tax Extension | PSE | PS | 07771 |
| | Secretary of State Fee | SSAR | PS | 07772 |
| | Business Privilege Tax Return | CPT | PS | 07775 |
| | Business Privilege Annual Report Fee | CPT | PS | 07776 |
| | Business Privilege Pass Thru Entity | PPT | PS | 07777 |
| | Business Privilege Annual Report Fee | PPT | PS | 07778 |
| 0105 | Est. Cellular Tax | CTS1 | EC | 04621 |
| 0106 | Fin. Inst. Excise Tax | ET-1 | ET | 03200 |
| | Fin. Inst. Excise Tax Extension | ET-8 | ET | 03210 |
| | Fin. Excise Tax- Consolidated Filing Fee | ET-C | ET | 03220 |
| 0107 | Forest Products Severance Tax | FPS1 | NF | 08010 |
| | Forest Products Severance Tax | FPS3 | NF | 08011 |
| | Forest Products Severance Tax | FPS4 | NF | 08012 |
| 0108 | Freight Line R.R. Tax | FL | FL | 11000 |
| 0109 | Gasoline Tax (Inventory Basis) | GA-1 | NG | 05110 |
| | Gasoline Tax (Receipts Basis) | GA-1R | NG | 05111 |
| 0110 | Gasoline (Aviation & Jet Fuel) | AVFL | NA | 05410 |
| 0111 | Gas & Fuel Tax (County) | MFCO | CG | 05700 |
| 0112 | Hazardous Waste Fee | HWS1 | HW | 09000 |
| 0113 | Horse Wagering Fee | HWF | NH | 20040 |
| 0114 | Hydro Electric KWH Tax | FT24 | HE | 04690 |
| 0115 | Income Tax- Corporate Estimate | 20CD | IC | 02120 |
| | Income Tax- Corporate Domestic Annual | 20 | IC | 02220 |
| | Income Tax- Corporate Foreign Annual | 20F | IC | 02221 |
| | Income Tax- Corporate Extension | 20E | IC | 02320 |
| | Income Tax- Corporate Sub S | 20S | IC | 02222 |

| Fed/State Code | Tax Description | Form Type | Tax Code | TXP Code |
|----------------|--|-----------|----------|----------|
| | Income Tax- Corporate Sub S Shareholder | 20SC | IC | 02223 |
| | Income Tax- Corporate | 20-C | IC | 02226 |
| 0116 | Income Tax- Withholding Annual Return | A-3 | IW | 01103 |
| | Income Tax- Withholding Quarterly Return | A-1 | IW | 01101 |
| | Income Tax- Withholding Monthly Return | A-6 | IW | 01106 |
| 0117 | International Fuel Tax Agreement | IFTA | NT | 05800 |
| 0118 | International Reg. Plan- In State | IRPA | MV | 10010 |
| | International Reg. Plan- Out State | IRPA | MV | 10020 |
| | International Reg. Plan- Out State | IRPO | MV | 10050 |
| 0119 | Local Sales Tax | 950S | SC | 04800 |
| | Local Sales Tax | 950C | SC | 04810 |
| | Local Sales, Use, Lodgings and/or Rental Tax | 9501 | SC | 04801 |
| 0120 | Local Solid Mineral Tax | NRLT | CM | 08020 |
| 0121 | Lodgings Tax - 5% | 2310 | LN | 07400 |
| 0122 | Lodgings Tax - 4% | 2320 | LO | 07410 |
| 0123 | IMC Fuel Tax | 7570 | NI | 05200 |
| | IMC Gasoline Tax | 7570 | NI | 05205 |
| | IMC Motor Carrier Mileage | MCM | NI | 05210 |
| 0124 | Motor Fuels Tax (Diesel) | MFI | NM | 05220 |
| 0125 | Motor Fuels Dual Users | MFDU | NU | 05221 |
| 0126 | Nursing Facility Privilege Tax | 2810 | MN | 04611 |
| 0127 | Oil and Gas Severance Tax | | | |
| | Oil & Gas Priv/Prod | OG-1 | OG | 08410 |
| | Oil & Gas | OG-2 | OG | 08420 |
| | Oil & Gas | OG-3 | OG | 08430 |
| | Oil & Gas | OG-4 | OG | 08440 |
| | Baldwin County Oil and Gas | OG-5 | OG | 08450 |
| 0128 | Oil Lubricating Tax | LO-1 | NL | 05010 |
| 0129 | Oil Wholesale License | SGS | NS | 05020 |
| 0130 | Pari-Mutuel Pool Tax | PPP1 | PM | 04692 |
| 0131 | Pharmacy Privilege Tax | 2800 | MP | 04612 |
| 0132 | Playing Card Tax | PC-1 | NP | 20030 |
| 0133 | Registration of Securities | FT41 | RG | 20010 |
| 0134 | Rental or Leasing Tax | 2410 | SR | 04640 |
| 0135 | Sales Tax (State) | 2100 | SS | 04110 |
| 0136 | Sales Tax (State)- Casual Co. Tax | TC5 | CB | 04199 |
| 0137 | Sales Tax (State)- Casual Co. Tax | TC2 | CC | 04190 |

| Fed/State Code | Tax Description | Form Type | Tax Code | TXP Code |
|-----------------------|---|------------------|-----------------|-----------------|
| 0138 | Sales Tax (State)- Reg. A Estimated | 2125 | EA | 04125 |
| 0139 | Sales Tax (State)- Reg. M. Estimated | 2115 | EM | 04135 |
| 0140 | Sales Tax (State)- Regulation A | 2120 | RA | 04120 |
| 0141 | Sales Tax (State)- Regulation M | 2110 | RM | 04130 |
| 0142 | Sales Tax (State)- Estimated | 2105 | SE | 04115 |
| 0143 | Tennessee Valley Authority | TVA | TV | 11200 |
| 0144 | Tobacco Tax-State(T-220) | OTP | TB | 07200 |
| | Tobacco Tax-State | 220A | TB | 07210 |
| | Tobacco Tax-Local | TCOA | TB | 07220 |
| | Tobacco Tax-Consignment | CNSG | TB | 07230 |
| | Tobacco Tax-Cash | TSO1 | TB | 07240 |
| | Tobacco Tax-County Stamps | CoSo | TB | 07250 |
| 0145 | Under / Above Ground Storage Tank | U32 | ST | 07500 |
| 0146 | Use Tax-Consumer | 2610 | CU | 04500 |
| 0147 | Use Tax-Seller | 2620 | SSU | 04400 |
| 0148 | Utility Priv Lic Tax-Direct Pay | UPL5 | D8 | 04670 |
| 0149 | Utility Priv Lic Tax | UPL4 | P8 | 04671 |
| 0150 | Utility Priv Lic Tax-Direct | UPL5 | UD | 04673 |
| 0151 | Utility Excise Tax | UPL6 | UE | 04674 |
| 0152 | Utility Priv Lic Tax | UPL4 | UP | 04675 |
| 0154 | Utility License Tax (2.2%)-Other | F57 | F2 | 11010 |
| | Utility License Tax (2.2%)-Electricity | F57 | F2 | 11011 |
| | Utility License Tax (2.2%)-Ala Ele Mun Assn | F57 | F2 | 11012 |
| 0193 | Scrap Tire Coupon | TEF | NE | 05300 |
| | Scrap Tire Application | TEFA | NE | 05301 |
| 0194 | Uniform Severence | | UT | 01200 |
| | Income Tax- S-Corporation Income Tax | 20SC | IP | 02227 |
| | Income Tax- Individual Income Tax | 65C | IP | 02228 |
| | Sales Tax- Casual County Boat Tax | TC4 | BT | 04195 |
| | Telegraph Gross Receipts Tax | FT58 | TG | 04691 |
| | Property Insurance Premium Tax | IN25 | PE | 07125 |
| | Casualty Premium Tax | IN30 | PF | 07130 |
| | Foreign Life Insurance Tax | IN20 | PD | 07120 |
| | Insurance Premium License Fee | IN45 | PI | 07145 |
| | Insurance Premium Annual Fee | IN50 | PJ | 07150 |
| | Life Insurance Premium Tax | INS5 | PA | 07105 |
| | Cas/Prop Premium Tax | IN10 | PB | 07110 |

Appendix IIA

Features of the New Data Collections Center Filing System

- 1) Three methods of filing:
 - a) Operated assisted
 - b) Touchtone telephone method
 - c) Internet method
- 2) Warehousing feature (up to 90 days)
- 3) Confidential ID number will change from seven to four digits
- 4) Allows for multiple payments daily
- 5) Five-day backward/forward feature to eliminate duplicate transmission attempts
- 6) Using incorrect PIN three times consecutively will result in lock-out and necessitate a customer service call to reset
- 7) Deadlines for filing still apply using any of the three methods
- 8) Data Collection Center will still file prenote
- 9) Payment cancellations/corrections are still allowed

Appendix IIA

Alabama – 1-800-294-2112

1. System: Welcome to the Alabama Electronic Funds Transfer System.
If you are calling from a touch tone phone, please press '1' now. If you have a rotary phone, please hold the line for operator assistance.
2. System: To expedite your call, please press the pound sign after each entry and after the system repeats your entry.
If your entry or what you hear is not correct, press the star key and the system will re-prompt for that field.
3. System: Enter your Tax ID Number
Caller: _____ #.

Response Conditions:

- | | |
|-------------------------|---|
| a. > 10 positions: | You entered too many digits...(prompt repeated) |
| b. < 10 positions: | You did not enter enough digits...(prompt repeated) |
| c. No response/Skipped: | This field is required...(prompt repeated) |
-

System: "You entered: _____ . Press '#' to accept or '*' to re-enter.

4. System: Enter your PIN code.
Caller: _____ #

Response Conditions:

- | | |
|-------------------------|---|
| a. >4 positions: | You entered too many digits...(prompt repeated) |
| b. <4 positions: | You did not enter enough digits...(prompt repeated) |
| c. No response/Skipped: | This field is required...(prompt repeated) |
| d. Invalid id: | Tax Id number entered is invalid, please enter a valid tax id number. |
| e. Invalid entry: | PIN code entered is invalid, please enter a valid access code. |
| f. Disabled: | PIN code was disabled because of too many errors. If you know the correct value and would like to reset it now, press '1'. To disconnect press '2'. |
| g. Initial Password: | PIN code must be established prior to reporting information. To establish at this time press '1', to disconnect press '2'. |
-

5. System: Enter your Tax Type Code.
Caller: Enters _____ #

Response Conditions:

- | | |
|-----------------------------|---|
| a. >5 positions: | You entered too many digits...(prompt repeated) |
| b. <5 position: | You did not enter enough digits...(prompt repeated) |
| c. No response/Skipped: | This field is required...(prompt repeated) |
| d. Not authorized tax type: | This tax id is not authorized to report this tax type code. Please enter a tax type code you are authorized to pay. |
| e. Invalid entry | Invalid Tax type code, please enter a valid tax type code. |

System: "You entered: __ __ __ . To confirm an entry press the pound (#) sign.
To correct an entry after a response, press the star (*) key."

6. System: To make a payment press '1'. To perform a cancellation or inquiry, press '2'. For a PIN change, press '3'.
 Caller: Enters __ #.
 1 # – Proceed to prompt no. 7
 2 # – Hold for operator assistance
 3 # – Follow along as prompted

Response Conditions:

- | | |
|-------------------------|---|
| a. >1 positions: | You entered too many digits...(prompt repeated) |
| b. No response/Skipped: | This field is required...(prompt repeated) |
| c. Invalid entry: | Invalid response, please enter either a 1, 2 or 3...(prompt repeated) |

7. System: Enter your Tax Period End Date (MMDDYYYY)
 Caller: Enters MMDDYYYY #.

Response Conditions:

- | | |
|-------------------------|---|
| a. >8 positions: | You entered too many digits...(prompt repeated) |
| b. <8 positions: | You did not enter enough digits...(prompt repeated) |
| c. No response/Skipped: | This field is required...(prompt repeated) |
| d. Invalid date: | The date must be entered in MMDDYY sequence...(prompt repeated) |

System: "You entered: (month, day, century, year) Press '#' to accept or '*' to re-enter.

8. System: Enter your payment amount (in dollars and cents)
 Caller: \$ _____ #. (dollars and cents)

Response Conditions:

- | | |
|-------------------------|---|
| a. >10 positions: | You entered too many digits...(prompt repeated) |
| b. No response/Skipped: | This field is required...(prompt repeated) |

- c. >Max Allowed: The amount entered exceeds the maximum allowed, please enter a lesser amount
 - d. <Min Allowed: Amount entered is less than minimum allowed, please correct and re-enter
 - e. >Daily Allowed: The amount entered causes your daily maximum amount to be exceeded, please correct and re-enter your payment amount.
-

System: You entered _____ dollars and _____ cents. Press '#' to accept or '*' to re-enter. To correct an entry after a response, press the star (*) key."

9. System: Enter Verification Code.

Caller: __ __ #.

Response Conditions:

- a. >2 positions: You entered too many digits...(prompt repeated)
 - b. <2 positions: You did not enter enough digits...(prompt repeated)
 - c. No response/Skipped: This field is required...(prompt repeated)
 - d. Invalid entry: Entered verification code entered does not match that calculated by the system, please re-calculate and enter the correct verification code...(prompt repeated)
-

10. System: Enter your Tax settlement date. (MMDDYYYY).

Caller: MMDDYYYY #.

Response Conditions:

- a. >8 positions: You entered too many digits...(prompt repeated)
 - b. <8 positions: You did not enter enough digits...(prompt repeated)
 - c. No response/Skipped: This field is required...(prompt repeated)
 - d. Invalid date: The date must be entered in MMDDYY sequence...(prompt repeated)
 - e. Date Range error: (future) Bank account debit date entered is beyond your allowed range please enter a date closer to today's date.
(early) Bank account debit date must be further in the future. Please re-enter bank account debit date.
 - f. Weekend/Holiday: Bank account debit date entered is invalid. Please enter a date that is not a weekend or holiday
 - g. Duplicate Payment: A duplicate tax report has been found. To continue and allow the duplicate press '1'. To ignore all entered date press '2'.
-

System: "You entered: (month, day, century, year) Press '#' to accept or '*' to re-enter.

11. System: Your payment has been accepted. Your Reference Number is _____.

Repeating, Your Reference Number is _____.

12. System: To disconnect, press '1'. To perform additional functions, press '2'.

Caller: 1 # = Thank you for calling. (5153)

Caller: 2 # = (return to step no. 13).

Response Conditions:

- a. >1 positions: You entered too many digits...(prompt repeated)
- b. No response/Skipped: This field is required...(prompt repeated)
- c. Invalid: Invalid response please enter either a 1 or 2.

13. System: To report for the same Tax ID Number, press '1'. To report for a different Tax ID Number, press '2'

Caller: 1 # = Return to step no. 5.

Caller: 2 # = Return to step no. 3.

Response Conditions:

- a. >1 positions: You entered too many digits...(prompt repeated)
 - b. No response/Skipped: This field is required...(prompt repeated)
 - c. Invalid: Invalid response please enter either a 1 or 2.
-

ACH Debit Payment Method Internet Instructions

You must complete your tax reporting no later than 3:45 p.m. Central time the business day prior to payment due date. Please review all information in these instructions before placing your call.

| Step# | Website Page | Action | Additional Information |
|-------|----------------------|--|---|
| 1 | Access the website. | Enter the Web Address: http://www.govone.com/aldor in your browser. | The Internet access supports both popular web browsers: • Netscape Navigator 4.x or later • Microsoft Internet Explorer 4.x or later |
| 2 | Log On page | Enter your Tax Id Number Enter your PIN Number Click the 'Log On' button | After you have successfully logged into the website using your Tax ID Number and PIN Number, you will be able to Make a Payment, Cancel a Payment, View Payment History and View FAQs. After three invalid password attempts you will be logged off. If you are logged off the system, you will not be allowed re-entry until you have been properly identified as a valid taxpayer. You must contact the Customer Service at 1-800-322-4106 option 7 |
| 3 | Tax Type Option page | A list of the tax types that you are enrolled to pay is displayed. Click the Tax Type for which you want to make a payment. | If you are enrolled to pay only one tax type you will bypass the Tax Option page and go directly to the Make a Payment Page. |
| 4 | Make a Payment page | Enter the Tax Period End Date. Format: MMDDYYYY Enter the Payment Amount. Example: 1234.56 Enter the Verification Code. Format: 00 | To calculate the verification code: 1. Determine payment amount, example, 123.12 2. Add all of the digits, 1+2+3+1+2 = 9 3. Count the number of digits in your payment, 1,2,3,1,2 = 5 4. Add the results of steps 2 and 3 to get the 2-digit verification code. 5. This example: Step 2 result is 9 and Step 3 result is 5. 9 + 5 = 14. The 2-digit verification code for this example amount of 123.12 is 14. Note: if the verification code is less than 10, enter a 0 in front of the single digit (8 is entered as 08). If the verification code is more than 2 digits (100 or more), enter only the last 2 digits (132 is entered as 32). |
| | | Enter the Tax Settlement Date. Format: MMDDYYYY. After you have entered all of the payment information correctly, click the 'Continue' button | Valid dates for this field are the next business day up to 30 days into the future. |

| Step# | Website Page | Action | Additional Information |
|---|----------------------------------|---|--|
| 5 | Confirm Payment Information page | The payment information that you entered on the 'Make a Payment Page is re-displayed. Verify that the information you entered is correct. | If you need to make a correction to your payment information, you can select the 'Edit Payment' button to return to the Make a Payment page. |
| <i>After you have verified the payment information on the Confirm Payment Information page, click the 'Submit Payment' button.</i> | | | |
| 6 | Payment Acknowledgement | The 'Reference Number' that is displayed on the Payment Acknowledgement page indicates that your tax payment was processed successfully. | |

Questions and Answers:

Q. When must I call to ensure the transfer is timely?

A. You must call no later than 3:45 p.m. Central Time on the business day prior to the Due Date. Example: Assume the due date is Friday, the 20th. The call authorizing the funds transfer must be made before 3:45 p.m. Central Time on Thursday the 19th to ensure the funds are transferred timely.

– OR –

You can use the **Payment Warehousing** feature, which allows you to schedule payment of future tax obligations – up to 90 days in advance. The **Settlement Date** will be the future due date and the date the funds are actually transferred.

Q. When do I call if the due date is on a weekend/holiday?

A. You must call no later than 3:45 p.m. Central Time on the last business day prior to the Due Date. Example: The due date is Saturday, the 20th. The call must be made no later than 3:45 p.m. Central Time Friday, the 19th, and the funds will be transferred on Monday, the 22nd.

– OR –

Use the **Payment Warehousing** feature described above.

Q. If my tax payment is even dollars, do I still report cents?

A. Yes, cents must be reported even if zero.

Q. Can I change/cancel a previous report?

A. Yes, if the change or cancellation relates to today's report prior to the cutoff or a future dated (payment warehousing). To change/cancel the reported information you must use Voice or Internet.

Q. If my tax liability is zero do I have to call and make a report?

A. Yes, if your tax liability is zero, you must call and make a report of \$0.00 as your tax payment amount.

Q. What is the purpose of the two-digit Payment Validation?

A. The two digit Payment Validation provides a means of checking the accuracy of your tax payment and should be pre-calculated prior to reporting. Assume a tax payment of \$10,215.00:

a. Total all digits in the tax payment:

$$1 + 0 + 2 + 1 + 5 + 0 + 0 = 9$$

b. Count the number of digits in your tax payment:

1, 0, 2, 1, 5, 0, 0 = 7

c. Add **a + b** in this example the two digit payment validation is 16 (9 + 7). This figure should be calculated prior to your call to allow instant verification.

Q. If I have a problem or further questions, whom do I contact?

A. Please contact the Alabama Department of Revenue at the options listed below:

1-800-322-4106 (LOCAL NUMBER: 242-0192)

Option 1 – Sales Tax

Option 2 – Use Tax

Option 3 – Withholding Tax

Option 4 – Privilege Shares (not EFT approved)

Option 5 – Corporate Tax

Option 6 – Individual Tax (not EFT approved)

Option 7 – Electronic Funds Transfer

Option 8 – Operator