

ALABAMA DEPARTMENT OF REVENUE
Procedures for Changing a Taxpayer's Municipality/County Account Number

Municipalities, counties, and third party tax administrators need taxpayers to include the correct 'City/County Tax Acc't #' when filing and making payments through the ONE SPOT/MAT filing system to non-state administered municipalities and counties.

To assist municipalities, counties, and third party administrators; ADOR will make corrections to a taxpayer's 'City/County Tax Acc't #' upon the receipt of a completed and signed 'Request to Change the Municipality/County Account Number for a Taxpayer' form.

Prior to the submission of a request form the municipality/county/third party tax administrator should contact the taxpayer to ensure the taxpayer has been provided with the correct municipality/county/third party tax administrator issued account number and directed on how to make the change themselves. If the taxpayer is unaware of the change needed, they may undo any changes made by the Department.

Following the completion of the requested change, ADOR will e-mail the taxpayer notification of the change.

Completed request forms must be printed and signed by the authorized individual. The signed form may be mailed, faxed or e-mailed to the Local Tax Section, see contact information below.

Contact Information:

Mail

Alabama Department of Revenue
Local Tax Section
PO Box 327710
Montgomery AL 36132-7710

Fax

334-242-8916

E-mail

frances.sankey@revenue.alabama.gov
james.mayberry@revenue.alabama.gov

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Request to Change the Municipality/County Account Number for a Taxpayer

Requesting Municipality / County / Administrator: _____ Date of Request: _____

Title of Authorized Individual: _____ Effective Date: _____

Name of Authorized Individual: _____

	ADOR Account Number	Taxpayer Legal Name/FEIN/SSN	Locality Code	Incorrect City/County Tax Acc't #	Correct City/County Tax Acc't#
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Signature of Authorized Individual