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**From:** ADOR Taxpayer Service  
**Sent:** Wednesday, June 17, 2015 5:23 PM  
**Subject:** MAT News & Info: Return Uploads

This e-mail is to provide you with information you may not be aware of about filing local tax returns in MAT.

## **Uploading a Return**

If you are entering a large number of municipal and county taxes, manual entry is a time consuming process with a high potential for keying error. For taxpayers who file on the due date, this can become a stressful event. To ease the burden of keying the information directly into the MAT system, we recommend using our File Upload feature. This feature will allow you to enter your local tax information into a spreadsheet template on your own computer without the worry of any unexpected system interruptions.

## **File Upload Template**

A file upload template has been developed that allows you to enter local tax information in a modified Excel spreadsheet. This template can be downloaded from the local tax Return Table screen or downloaded from the ADOR website and saved to your computer's hard drive: <http://www.revenue.alabama.gov/salestax/online/templates.cfm>.

Instructions for using the upload file template can be found at: [http://revenue.alabama.gov/salestax/online/NSAinst\\_Upload.pdf](http://revenue.alabama.gov/salestax/online/NSAinst_Upload.pdf).

Once the upload file has been successfully uploaded, the return filing process is the same as any other return submission. Also, you may want to check with your tax software company, as some have incorporated the MAT local return template into their software so that you can produce the file with a click of your mouse.