

## 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 completed by an authorized individual. The completed and signed form should be submitted via Document Submission in the Local Government Portal: [https://www.alabamainteractive.org/ador\\_reports/](https://www.alabamainteractive.org/ador_reports/)

Please call 334-242-8300 for questions or assistance.

**ALABAMA DEPARTMENT OF REVENUE**  
**Request to Change the Municipality/County Account Number for a Taxpayer**

Requesting Municipality/County/Administration: \_\_\_\_\_ 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					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

	ADOR Account Number	Taxpayer Legal Name/FEIN/SSN	Locality Code	Tax Acc't #	Tax Acc't #
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61					
62					
63					
64					

	ADOR Account Number	Taxpayer Legal Name/FEIN/SSN	Locality Code	Tax Acc't #	Tax Acc't #
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					
77					
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
94					
95					
96					
97					
98					
99					
100					