My Alabama Taxes (MAT) – Bulk Filing Instructions
Local Sales, Use, Rental & Lodgings Tax
Instructions for Third Party / Bulk Filing Multiple Tax Returns for Clients

To receive Third Party/Bulk Filing Status, you must submit the Third Party/Bulk Filing Application.   Once approved, you will receive an "Agent" account that you can use to sign on to the MAT system. With an Agent account, and your client's approval, you will be able to file returns and submit payments on your client's behalf using a single login. There are two options for filing and paying returns using your MAT login. You can enter the information on the return form on each of your client's accounts or you can create text files, by tax type, that contain your client's return and payment information for uploading to the system.

The Return Form Method: Before you can enter your client's return information using the tax return form your client must first set their account to allow third party logons. Then you must add your client's account to your Account List by logging on to MAT, clicking the "Other Actions" tab and clicking "Add access to an existing tax account". Then you will need to enter your client's tax account number, E-file Sign on ID, E-file Access Code, and the third-party password that your client created when setting their MAT profile to allow third party logons. Once the account is added you can access it from the accounts list.

The Bulk Upload Method: The Bulk Upload method allows you to create a comma delimited text file for each tax type that contains your clients' returns and payments for uploading to the system. These files can be created using a spreadsheet program (like Excel) and saved as a comma delimited text file with the .csv file extension. Note: If a header row (column names) is used during the creation of the file, it should be removed prior to uploading since the system will begin importing with the first row of the file.

City & County Sales, Use, Lodgings and Rental Tax

Field (Column)	Field Name	Length	Data Type	Max Decimals	Format
1 (A)	Account Number	10	Alphanumeric		
2 (B)	Filing Period	10	Date		MM/DD/YYYY
3 (C)	City County Code	4	Numeric		XXXX
4 (D)	Tax Type	2 or 4	Text		ST, STPJ, SD, SDPJ, CU, CUPJ, RT, RTPJ, SU, SUPJ, LL, or LLPJ
5 (E)	Rate Type	4 or 5	Text		ALCOH, AMUSE, AUTO, FARM, GENER, LINEN, MACH, REST, RMFEE, TRANV, VEND, or WDFEE
6 (F)	One Time?	1	Text		Y or N
7 (G)	Jurisdiction Acct Number	1 - 17	Alphanumeric		
8 (H)	Gross Amount	Max 13	Currency	2	#.##
9 (I)	Deductions	Max 13	Currency	2	#.##
10 (J)	Payment Method	1	Text		E, V, or Z
11 (K)	Payment Date	10	Date		MM/DD/YYYY

12 (L)	Bank Customer Type	1	Text		P or B
13 (M)	Bank Account Type	1	Text		C or S
14 (N)	Bank Routing Number	9	Numeric		
15 (O)	Bank Account Number	Max 18	Numeric		

Account Number: The size of this field is 10 characters. This is the tax account number assigned to you by the Alabama Department of Revenue that begins with an R or with 9501. Do not include the "LCL-" prefix. **NOTE:** Your file must contain valid, active account numbers. This is a REQUIRED field.

Filing Period (MM/DD/YYYY): The size for this field is 10 characters. The period end field in your record should be in the format MM/DD/YYYY. This is a REQUIRED field.

City County Code: The field size is 4 characters. This is a REQUIRED field.

Tax Type: This field is 2 or 4 characters. This is a REQUIRED field. The following are the Tax Type codes:

> **ST** = Sales Tax
> **STPJ** = Sales Tax outside city limits but within Police Jurisdiction
> **SD** = Sales Tax Direct Pay
> **SDPJ** = Sales Tax Direct Pay outside city limits but within Police Jurisdiction
> **SU** = Sellers Use
> **SUPJ** = Sellers Use outside city limits but within Police Jurisdiction
> **CU** = Consumers Use
> **CUPJ** = Consumers Use outside city limits but within Police Jurisdiction
> **RT** = Rental
> **RTPJ** = Rental outside city limits but within Police Jurisdiction
> **LL** = Lodgings
> **LLPJ** = Lodgings outside city limits but within Police Jurisdiction

Rate Type: The maximum size for this field is 6 characters. This is a REQUIRED field. The following are the Rate Type codes:

> **ALCOH** = Alcoholic Beverage Tax Rate (for localities with a separate rate for Alcohol)
> **AMUSE** = Places of Amusement Tax Rate
> **AUTO** = Automotive Tax Rate
> **FARM** = Farm Tax Rate
> **GENER** = General Tax Rate
> **LINEN** = Linen/Garment Rental Rate
> **MACH** = Manufacturing Machine Tax Rate

REST = Restaurant Tax Rate (for localities with a separate rate for restaurants)
WDFEE = Automotive Withdrawal Fee (For Automotive Dealers to report the number of automotive vehicles withdrawn for use as demonstrators.)
RMFEE = Per Room Fee (Lodgings Tax Only - for localities that assess a flat fee per room per night for rooms, lodgings, or other accommodations. Use "GENER" when lodgings tax is applied as a percentage of the cost of the accommodations.)
TRANV = Transportation Vehicle Rental
VEND = Vending Tax Rate (For Food Sold Through Vending Machines.)

One Time (Y or N) = Size of this field is 1 character. Select "N" if sales are regularly made in this locality. Select "Y" if this is a one-time sale in the locality.

Jurisdiction Account Number: The maximum size for this field is 17 characters. Jurisdiction Account Number applies to non-state administered localities only. This is the local taxpayer account number assigned to you by the city or county for which you are reporting. This is a REQUIRED field for non–state administered localities. Can be left blank on state administered localities.

Gross Amount*: Gross sales, purchases, rental receipts, or lodgings receipts. The maximum size for this field is 13 characters. This is a REQUIRED field.

Deductions*: The maximum size for this field is 13 characters. This is a REQUIRED field.

Payment Method: This field is 1 character in length. This is a REQUIRED field. The following are the Payment Method codes:

   E = ACH Debit method payment
   V = ACH Credit method payment (prior approval required)
   Z = Zero tax or penalty due

Bank Customer Type: The maximum size for this field is 1 character. This is a REQUIRED field if Payment Method is "E".

   P = Personal Account
   B = Business Account

Bank Account Type: The maximum size for this field is 1 character. This is a REQUIRED field if payment method is "E".

   C = Checking Account
   S = Savings Account

Bank Routing Number: The size of this field is 9 characters. This is a REQUIRED field if payment method is "E".

Bank Account Number: The maximum size for this field is 18 characters. This is a REQUIRED field if payment method is "E". Please include leading zeros, if present, since they are required by some banks (for example: **00**1234567). To keep Excel from removing leading zeros an apostrophe can be added in front of the number before saving the file ('001234567). The apostrophe must be entered every time the file is edited and saved.

*FOR ALL DOLLAR FIELDS: Please include dollars and cents (including the decimal point). Do not enter alpha characters, dollar symbols, or commas.

Outstanding credits cannot be claimed using the bulk file upload method. To claim an outstanding credit on an account the Return Form method of filing must be used.

Electronic payment is required when using the bulk file upload method. The pay by check option (for state administered localities with less than $750 due) is available only with the Return Form method of filing.