

**Electronic File Definitions**  
**MONTHLY MUNICIPAL BUSINESS LICENSE REPORT DATA**  
**Option 1: Comma Separated Value (CSV) Option**  
**(Updated 10/08/2019)**

**DESCRIPTION**

This file is for the Monthly Municipal Business License Report Data for all municipal business licenses issued in the preceding month. The first reporting period will be for the month of October 2019 and will be due by November 20, 2019. For each month after, the report will be due on or before the 20th day of the month following the month in which the license was issued. Organizations who issue business licenses on behalf of multiple municipalities may submit all data in a single file each filing period.

**Source:** Municipality  
**Destination:** Alabama Department of Revenue  
**Frequency:** Monthly **(by the 20<sup>th</sup> for most months)**  
**Format:** Comma Separated Value (CSV)  
**File Name:** **MBL###CCYMM.CSV**  
(MBL = municipal license, ### = the full city/provider name  
CCYMM = the reporting period)

**File Header:** A file header (1<sup>st</sup> row with column names) is optional. **If used, the first field of the header must contain the text “Reporting Period”.** If used, select “Check here to indicate that your file has a header row with column names” on the upload screen when uploading the file.

**When No Licenses were issued**

If a municipality did not issue any business licenses during the month, enter a row for that locality with the “Reporting Period”, “Master Locality Code of Municipality” and “License Issued?” fields populated. Enter “N” in the “License Issued?” field to indicate that no licenses were issued for that period and municipality. The remaining fields should be present but empty.

**Miscellaneous:**

All data fields are required to be present, however, some fields may not require data in them. The use of double quote marks around a data field to allow a comma to be present in the data is supported. **The filename extension must be .CSV for this file type.**

**The file must be uploaded via the Online Local Tax Reports site: [https://www.alabamainteractive.org/ador\\_report/](https://www.alabamainteractive.org/ador_report/) (Note the underscore character between ador and report in the URL.)**

Field Name	Max Length	Field Type	Format	Required?	Validation During Upload	Description
Reporting Period	10	Date	M/D/CCYY	Y	Must have a valid date. Cannot be blank.	Last day of the month of the reporting period.
Master Locality Code of Municipality	4	Numeric	0000	Y	Must have a valid code that starts with “9”.	Four (4) digit Master Locality Code of Municipality Issuing License.
License Issued?	1	Alpha	Y/N	Y	Must be “Y” or “N”. Cannot be blank.	Enter “N” to indicate that no licenses were issued for this locality and period.
FEIN	10	Numeric	000000000 or 00-0000000	N	Must be 9 or 10 characters or blank.	Federal Employer Identification Number of business. Blank if no FEIN.
SSN	11	Numeric	000000000 or 000-00-0000	N	Must be 9 or 11 characters or blank.	Social Security Number of sole proprietor. Blank if partnership or corporation.
State Tax Number	10	Alphanumeric	R000000000 or 0000 00000	N	Must be 10 characters or	State of Alabama Sales, Use, Rental or Lodgings Tax

					blank.	Number (if available). Omit 3 letter prefix (SLS, SLU, CNU, RNT, or LOG).
Form of Ownership	1	Alpha		Y	Must be S, P, C, A, L or O. Cannot be blank if License Issued =Y.	S=Sole Proprietor, P=Partnership, C=Corporation, A=Professional Association, L=LLC or O=Other
Application Type	2	Alpha		Y	Must be NE, RE, OC, NC, LC. Cannot be blank if License Issued =Y.	NE=New, RE= Renewal, OC=Owner Change, NC=Name Change, LC=Location Change (Required if License Issued? = Y)
Business Legal Name	50	Alphanumeric		Y	Cannot be blank if License Issued =Y.	The Legal Name of the Business. (Required if License Issued? = Y)
Business Trade Name (DBA)	50	Alphanumeric		N	None	The DBA Name of the Business
NAICS Code	6	Numeric	000000	N	None	North American Industry Classification System (NAICS) Code
Business Activities	45	Alphanumeric		N	None	Brief description of the business. Example: Retail clothing sales, Wholesale food Sales, Rental of Equipment, etc.
Physical Address - Street	75	Alphanumeric		Y	Cannot be blank if License Issued =Y.	Street address of where business is located. (Required if License Issued? = Y)
Physical Address - City	30	Alpha		Y	Cannot be blank if License Issued =Y.	Name of city where business is located. (Required if License Issued? = Y)
Physical Address - State	2	Alpha		Y	Cannot be blank if License Issued =Y.	Standard state abbreviation of business location. (Required if License Issued? = Y)
Physical Address - Zip	10	Numeric	00000 00000-0000 or 000000000	Y	Must be 5, 9, or 10 characters. Cannot be blank if License Issued =Y.	Zip Code of Physical location. (Required if License Issued? = Y)
Mailing Address - Street	75	Alphanumeric		Y	Cannot be blank if License Issued =Y.	Mailing address for business – Street (Required if License Issued? = Y)
Mailing Address - City	30	Alpha		Y	Cannot be blank if License Issued =Y.	Mailing address for business – City (Required if License Issued? = Y)
Mailing Address - State	2	Alpha		Y	Cannot be blank if License Issued =Y.	Standard state abbreviation (Required if License Issued? = Y)
Mailing Address - Zip	10	Numeric	00000 00000-0000 or 000000000	Y	Must be 5, 9, or 10 digits. Cannot be blank if License Issued	Zip Code of Mailing Address. (Required if License Issued? = Y)

					=Y.	
Telephone - Business	13	Numeric	(000)000-0000 000-000-0000 or 0000000000	N	Must be between 10 and 13 characters or blank.	Telephone number of business.
Telephone - Home	13	Numeric	(000)000-0000 000-000-0000 or 0000000000	N	Must be between 10 and 13 characters or blank.	Owner's home telephone number.
Fax Number	13	Numeric	(000)000-0000 000-000-0000 or 0000000000	N	Must be between 10 and 13 characters or blank.	FAX number of business
Email Address	45	Alphanumeric		N	Cannot be more than 45 characters.	Email Address of business
Contact Person - Name	50	Alpha		Y	Cannot be blank if License Issued =Y.	Name of contact person for the business. (Required if License Issued? = Y)
Contact Person – Phone	13	Numeric	(000)000-0000 000-000-0000 or 0000000000	Y	Must be between 10 and 13 characters. Cannot be blank if License Issued =Y.	Telephone number of contact person (Required if License Issued? = Y)
Owner, Partner or Officer 1 - Name	50	Alpha		N	None	Name of Owner, Partner, or Officer
Owner, Partner or Officer 1 - Address	75	Alphanumeric	Street, City, State, Zip	N	None	Street, City, State, Zip of Owner, Partner, or Officer.
Owner, Partner or Officer 1 - SSN	11	Numeric	000000000 or 000-00-0000	N	Must be 9 or 11 characters or blank.	Social Security Number
Owner, Partner or Officer 1 - Title	25	Alphanumeric		N	None	Title of Owner, Partner, or Officer
Owner, Partner or Officer 2 - Name	50	Alpha		N	None	Name of Owner, Partner, or Officer
Owner, Partner or Officer 2 - Address	75	Alphanumeric	Street, City, State, Zip	N	None	Street, City, State, Zip of Owner, Partner, or Officer
Owner, Partner or Officer 2 - SSN	11	Numeric	000000000 or 000-00-0000	N	Must be 9 or 11 characters or blank.	Social Security Number
Owner, Partner or Officer 2 - Title	25	Alphanumeric		N	None	Title of Owner, Partner, or Officer
Owner, Partner or Officer 3 - Name	50	Alpha		N	None	Name of Owner, Partner, or Officer
Owner, Partner or Officer 3 - Address	75	Alphanumeric	Street, City, State, Zip	N	None	Street, City, State, Zip of Owner, Partner, or Officer.
Owner, Partner or Officer 3 - SSN	11	Numeric	000000000 or 000-00-0000	N	Must be 9 or 11 characters or blank.	Social Security Number
Owner, Partner or Officer 3 - Title	25	Alphanumeric		N	None	Title of Owner, Partner, or Officer.
Owner, Partner or Officer 4 - Name	50	Alpha		N	None	Name of Owner, Partner, or Officer.

Owner, Partner or Officer 4 - Address	75	Alphanumeric	Street, City, State, Zip	N	None	Street, City, State, Zip of Owner, Partner, or Officer.
Owner, Partner or Officer 4 - SSN	11	Numeric	000000000 or 000-00-0000	N	Must be 9 or 11 characters or blank.	Social Security Number
Owner, Partner or Officer 4 - Title	25	Alphanumeric		N	None	Title of Owner, Partner, or Officer.
Owner, Partner or Officer 5 - Name	50	Alpha		N	None	Name of Owner, Partner, or Officer.
Owner, Partner or Officer 5 - Address	75	Alphanumeric	Street, City, State, Zip	N	None	Street, City, State, Zip of Owner, Partner, or Officer.
Owner, Partner or Officer 5 - SSN	11	Numeric	000000000 or 000-00-0000	N	Must be 9 or 11 characters or blank.	Social Security Number
Owner, Partner or Officer 5 - Title	25	Alphanumeric		N	None	Title of Owner, Partner, or Officer.
Business Start Date	10	Date	M/D/CCYY	Y	Checks for valid date. Cannot be blank if License Issued =Y.	Date business activity started. (Required if License Issued? = Y)
Number of Employees	6	Numeric	000000	N	Must be a number or blank.	Number of employees.
Gross Receipts/Gross Sales	11	Numeric	0.00	N	Must be a number or blank.	Yearly estimated Gross Receipts/Gross Sales amount. Example = 200000.00 No commas or dollar signs.
Date of Municipal License Application	10	Date	M/D/CCYY	Y	Checks for valid date. Cannot be blank if License Issued =Y.	Date of municipal license application. (Required if License Issued? = Y)
Name of Person Completing Application	50	Alpha		Y	Cannot be blank if License Issued =Y.	Name of person completing the municipal license application (Required if License Issued? = Y)
Title of Person Completing Application	25	Alphanumeric		N	None	Title of the person completing the municipal license application
Municipal Business License Number	15	Alphanumeric		Y	Cannot be blank if License Issued =Y.	License number assigned to business by the municipality. (Required if License Issued? = Y)
Municipal Business License Year	4	Numeric	CCYY	Y	Must be number between 2000 and 9999. Cannot be blank if License Issued =Y.	Municipal Business License Year. (Required if License Issued? = Y)
Municipal Business License Amount	11	Numeric	0.00	N	Must be a number or blank.	Cost of Municipal Business License. Example = 250.00 No commas or dollar signs
Physical Location - In City Limits? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business is located within the city limits (Y = Yes N = No) (Required if License Issued? = Y)
Physical Location - Outside City & Inside PJ? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business is located outside of the city limits but within the Police Jurisdiction (Y = Yes N = No) (Required if License Issued? = Y)

Tax Type/Frequency - Sales Tax? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Sales Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
Tax Type/Frequency - Sellers Use? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Sellers Use Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
Tax Type/Frequency - Consumers Use? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Consumers Use Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
Tax Type/Frequency - Rental Tax? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Rental Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
Tax Type/Frequency - Lodgings Tax? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Lodgings Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
Tax Type Frequency - Alcohol? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Alcohol Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
Tax Type Frequency - Occupational? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Occupational Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
Tax Type Frequency - Tobacco? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Tobacco Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
Tax Type Frequency - Gas/Motor Fuel? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Gas/Motor Fuel Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
Tax Type - Business License? (Y/N)	1	Alpha	Y/N	N	Must be M, Q, B, A, O, N or blank.	Business has a Business License. (Y=Yes N=No)
Business Type - Retail? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Retail? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Wholesale? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Wholesale? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Building Contractor? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Building Contractor? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Service? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Service? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type -	1	Alpha	Y/N	Y	Must be Y or N.	Business Type -

Professional? (Y/N)					Cannot be blank if License Issued =Y.	Professional? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Manufacture? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Manufacture? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Rental? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Rental? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Other? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Other? (Y=Yes N=No) (Required if License Issued? = Y)