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Electronic File Definitions
MONTHLY MUNICIPAL BUSINESS LICENSE REPORT DATA
<u>**Option 2: Fixed Length Record Option**</u>
(Updated 10/08/2019)

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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 20th for most months)**
Format:	Fixed length record of 1515 characters per row
File Name:	**MBL###CCYYMM.txt**
	(MBL = municipal license, ### = the full city/provider name
	CCYYMM = the reporting period)
File Header:	None. Do not include a header row in 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 blank.

Miscellaneous:

All data fields are required to be present, however, some fields may not require data in them. If no data is available for an entry, the field should be filled with the proper number of spaces.
The filename extension must be .txt for this file type.

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

Field Name	Length	Position	Field Type	Format	Required?	Field Validation	Description
Reporting Period	8	1-8	Date	MMDDCCYY	Y	Must have a valid date.	Last day of the month of the reporting period.
Master Locality Code of Municipality	4	9-12	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	13-13	Alpha	Y/N	Y	Must be "Y" or "N".	Enter "N" to indicate that no licenses were issued for this locality and period.

FEIN	9	14-22	Numeric	000000000	N	Must be 9 characters or space filled.	Federal Employer Identification Number of business. If no FEIN, then space fill. No dashes.
SSN	9	23-31	Numeric	000000000	N	Must be 9 characters or space filled.	Social Security Number of sole proprietor. Space fill if partnership or corporation. No dashes.
State Tax Number	10	32-41	Alphanumeric	R000000000 or 0000 00000	N	Must be 10 characters or space filled.	State of Alabama Sales, Use, Rental or Lodgings Tax Number if available. Omit prefix. If no account, space fill.
Form of Ownership	1	42-42	Alpha		Y	Must be S, P, C, A, L or O. Space allowed if License Issued =N.	S=Sole Proprietor, P=Partnership, C=Corporation, A=Professional Association, L=LLC or O=Other. Left justify. Space fill. (Space fill if License Issued? = Y)
Application Type	2	43-44	Alpha		Y	Must be NE, RE, OC, NC, LC. Spaces allowed if License Issued =N.	NE=New, RE= Renewal, OC=Owner Change, NC=Name Change, LC=Location Change. Left justify. Space fill. (Required if License Issued? = Y)
Business Legal Name	50	45-94	Alphanumeric		Y	Cannot contain only spaces if	The Legal Name of the Business. Left

						License Issued =Y.	justify. Space fill. (Required if License Issued? = Y)
Business Trade Name (DBA)	50	95-144	Alphanumeric		N	No validation	The DBA Name of the Business. Left justify. Space fill.
NAICS Code	6	145-150	Numeric	000000	N	No validation	North American Industry Classification System (NAICS) Code
Business Activities	45	151-195	Alphanumeric		N	No validation	Brief description of the business. Example: Retail clothing sales, Wholesale food Sales, Rental of Equipment, etc. Left justify. Space fill.
Physical Address - Street	75	196-270	Alphanumeric		Y	Cannot contain only spaces if License Issued =Y.	Physical location of business. Left justify. Space fill. (Required if License Issued? = Y)
Physical Address - City	30	271-300	Alpha		Y	Cannot contain only spaces if License Issued =Y.	Physical location of business. Left justify. Space fill. (Required if License Issued? = Y)
Physical Address - State	2	301-302	Alpha		Y	Cannot contain only spaces if License Issued =Y.	Standard state abbreviation of business location. (Required if License Issued? = Y)
Physical Address - Zip	9	303-311	Numeric	000000000	Y	Must be 9 numbers. Cannot contain spaces if	Zip Code. If last four digits are unknown, zero fill. Ex.:

Field	Length	Position	Type	Format	Req	Validation	Description
						License Issued =Y.	361040000. No dashes. (Required if License Issued? = Y)
Mailing Address - Street	75	312-386	Alphanumeric		Y	Cannot contain only spaces if License Issued =Y.	Mailing address for business. Left justify. Space fill. (Required if License Issued? = Y)
Mailing Address - City	30	387-416	Alpha		Y	Cannot contain only spaces if License Issued =Y.	Mailing address for business. Left justify. Space fill. (Required if License Issued? = Y)
Mailing Address - State	2	417-418	Alpha		Y	Cannot contain only spaces if License Issued =Y.	Standard state abbreviation of business location. (Required if License Issued? = Y)
Mailing Address - Zip	9	419-427	Numeric	000000000	Y	Must be 9 digits. Cannot contain spaces if License Issued =Y.	Zip Code. If last four digits are unknown, zero fill. Ex.: 361040000. No dashes. (Required if License Issued? = Y)
Telephone - Business	10	428-437	Numeric	0000000000	N	Must be 10 numbers or space filled.	Telephone number of business. No dashes or parenthesis. If none, space fill.
Telephone - Home	10	438-447	Numeric	0000000000	N	Must be 10 numbers or space filled.	Owner's home telephone number. No dashes or parenthesis. If none, space fill.
Fax Number	10	448-457	Numeric	0000000000	N	Must be 10 numbers or space	FAX number of business.

						filled.	No dashes or parenthesis. If none, space fill.
Email Address	45	458-502	Alphanumeric		N	No validation	Email Address of business. Left justify. Space fill.
Contact Person - Name	50	503-552	Alpha		Y	Cannot contain only spaces if License Issued =Y.	Name of contact person for the business. Left justify. Space fill. (Required if License Issued? = Y)
Contact Person - Phone	10	553-562	Numeric	000000000	Y	Must be 10 numbers. Cannot contain only spaces if License Issued =Y.	Telephone number of contact person. No dashes or parenthesis. If none, space fill. (Required if License Issued? = Y)
Owner, Partner or Officer 1 - Name	50	563-612	Alpha		N	No validation	Name of Owner, Partner, or Officer. Left justify. Space fill.
Owner, Partner or Officer 1 - Address	75	613-687	Alphanumeric	Street, City, State, Zip	N	No validation	Street, City, State, Zip of Owner, Partner, or Officer. Left justify. Space Fill.
Owner, Partner or Officer 1 - SSN	9	688-696	Numeric	000000000	N	Must be 9 numbers or space filled.	Social Security Number (If not publicly traded company) If none, space fill.
Owner, Partner or Officer 1 - Title	25	697-721	Alphanumeric		N	No validation	Title of Owner, Partner, or Officer. Left Justify. Space fill.
Owner, Partner or Officer 2 -	50	722-771	Alpha		N	No validation	Name of Owner,

Name							Partner, or Officer. Left justify. Space fill.
Owner, Partner or Officer 2 - Address	75	772-846	Alphanumeric	Street, City, State, Zip	N	No validation	Street, City, State, Zip of Owner, Partner, or Officer. Left justify. Space Fill.
Owner, Partner or Officer 2 - SSN	9	847-855	Numeric	000000000	N	Must be 9 numbers or space filled.	Social Security Number (If not publicly traded company) If none, space fill.
Owner, Partner or Officer 2 - Title	25	856-880	Alphanumeric		N	No validation	Title of Owner, Partner, or Officer. Left Justify. Space fill.
Owner, Partner or Officer 3 - Name	50	881-930	Alpha		N	No validation	Name of Owner, Partner, or Officer. Left justify. Space fill.
Owner, Partner or Officer 3 - Address	75	931-1005	Alphanumeric	Street, City, State, Zip	N	No validation	Street, City, State, Zip of Owner, Partner, or Officer. Left justify. Space Fill.
Owner, Partner or Officer 3 - SSN	9	1006-1014	Numeric	000000000	N	Must be 9 numbers or space filled.	Social Security Number (If not publicly traded company) If none, space fill.
Owner, Partner or Officer 3 - Title	25	1015-1039	Alphanumeric		N	No validation	Title of Owner, Partner, or Officer. Left Justify. Space fill.
Owner, Partner or Officer 4 - Name	50	1040-1089	Alpha		N	No validation	Name of Owner, Partner, or Officer. Left justify. Space

							fill.
Owner, Partner or Officer 4 - Address	75	1090-1164	Alphanumeric	Street, City, State, Zip	N	No validation	Street, City, State, Zip of Owner, Partner, or Officer. Left justify. Space Fill.
Owner, Partner or Officer 4 - SSN	9	1165-1173	Numeric	000000000	N	Must be 9 numbers or space filled.	Social Security Number (If not publicly traded company) If none, space fill.
Owner, Partner or Officer 4 - Title	25	1174-1198	Alphanumeric		N	No validation	Title of Owner, Partner, or Officer. Left Justify. Space fill.
Owner, Partner or Officer 5 - Name	50	1199-1248	Alpha		N	No validation	Name of Owner, Partner, or Officer. Left justify. Space fill.
Owner, Partner or Officer 5 - Address	75	1249-1323	Alphanumeric	Street, City, State, Zip	N	No validation	Street, City, State, Zip of Owner, Partner, or Officer. Left justify. Space Fill.
Owner, Partner or Officer 5 - SSN	9	1324-1332	Numeric	000000000	N	Must be 9 numbers or space filled.	Social Security Number (If not publicly traded company) If none, space fill.
Owner, Partner or Officer 5 - Title	25	1333-1357	Alphanumeric		N	No validation	Title of Owner, Partner, or Officer. Left Justify. Space fill.
Business Start Date	8	1358-1365	Date	MMDDCCYY	Y	Must have a valid date. Cannot be space filled if License Issued =Y.	Date business activity started. (Required if License Issued? = Y)
Number of	6	1366-	Numeric	000000	N	No validation	Number of

Employees		1371					employees. Right justify. Zero fill. No decimals. (Example: 50 employees = 000050)
Gross Receipts/Gross Sales	11	1372-1382	Numeric	00000000000	N	No validation	Yearly estimated Gross Receipts/Gross Sales amount. Right justify, zero fill. Implied decimal. Example $250,000.00 = 00025000000
Date of Municipal License Application	8	1383-1390	Date	MMDDCCYY	Y	Must have a valid date. Cannot be space filled if License Issued =Y.	Date of municipal license application. (Required if License Issued? = Y)
Name of Person Completing Application	50	1391-1440	Alpha		Y	Cannot contain only spaces if License Issued =Y.	Name of person completing the municipal license application (Required if License Issued? = Y)
Title of Person Completing Application	25	1441-1465	Alphanumeric		N	No validation	Title of the person completing the municipal license application
Municipal Business License Number	15	1466-1480	Alphanumeric		Y	Cannot contain only spaces if License Issued =Y.	License number assigned to business by the municipality. Left justify. Space fill. (Required if License

							Issued? = Y)
Municipal Business License Year	4	1481-1484	Numeric	CCYY	Y	Must be number between 2000 and 9999. Can contain spaces if License Issued =N.	Municipal Business License Year (Required if License Issued? = Y)
Municipal Business License Amount	11	1485-1495	Numeric	00000000000	N	No validation	Right justify, zero fill. Implied decimal. Example $250.00 = 000025000
Physical Location - In City Limits? (Y/N)	1	1496-1496	Alpha	Y/N	Y	Must be Y or N. Can contain a space if License Issued =N.	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	1497-1497	Alpha	Y/N	Y	Must be Y or N. Can contain a space if License Issued =N.	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	1498-1498	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or a space.	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	1499-1499	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or a space.	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	1500-1500	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or a space.	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	1501-1501	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or a space.	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	1502-1502	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or a space.	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	1503-1503	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or a space.	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	1504-1504	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or a space.	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	1505-1505	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or a space.	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	1506-1506	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or a space.	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	1507-1507	Alpha	Y/N	N	Must be Y, N or a space.	Business has a Business License. (Y=Yes N=No)
Business Type - Retail? (Y/N)	1	1508-1508	Alpha	Y/N	Y	Must be Y or N. Can contain a space if License Issued =N.	Business Type - Retail? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Wholesale? (Y/N)	1	1509-1509	Alpha	Y/N	Y	Must be Y or N. Can contain a space if License Issued =N.	Business Type - Wholesale? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Building Contractor? (Y/N)	1	1510-1510	Alpha	Y/N	Y	Must be Y or N. Can contain a space if License Issued =N.	Business Type - Building Contractor? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Service? (Y/N)	1	1511-1511	Alpha	Y/N	Y	Must be Y or N. Can contain a	Business Type - Service?

						space if License Issued =N.	(Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Professional? (Y/N)	1	1512-1512	Alpha	Y/N	Y	Must be Y or N. Can contain a space if License Issued =N.	Business Type - Professional? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Manufacture? (Y/N)	1	1513-1513	Alpha	Y/N	Y	Must be Y or N. Can contain a space if License Issued =N.	Business Type - Manufacture? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Rental? (Y/N)	1	1514-1514	Alpha	Y/N	Y	Must be Y or N. Can contain a space if License Issued =N.	Business Type - Rental? (Y=Yes N=No) (Required if License Issued? = Y)
Business Type - Other? (Y/N)	1	1515-1515	Alpha	Y/N	Y	Must be Y or N. Can contain a space if License Issued =N.	Business Type - Other? (Y=Yes N=No) (Required if License Issued? = Y)