

My Alabama Taxes: *The ONE SPOT to File!*



EVERYONE WINS.



**ONE
SPOT**

**OPTIONAL NETWORK ELECTION FOR
SINGLE POINT ONLINE TRANSACTIONS**

Beginning October 1, 2013, Alabama retailers will have access to a centralized, statewide electronic filing and remittance system for sales, use, and rental taxes. The **ONE SPOT** system allows for city and county taxes to be filed, along with state taxes, through a single website, www.myalabamataxes.alabama.gov, easing the burden of monthly tax filing.



A JOINT PROJECT OF THE OF THE ALABAMA DEPARTMENT OF REVENUE, COUNTIES, AND MUNICIPALITIES

Optional Network
Election for Single
Point Online
Transactions
Eff. 10/1/13

www.myalabamataxes.gov

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Local governments (cities and counties) have the authority to administer their own taxes, authorize the Alabama Department of Revenue to administer their taxes, or hire a third-party tax administrator.

You will often see or hear reference to ‘State-administered’ and ‘Non-state administered’ local taxes:

State Administered local taxes are those taxes that the local government authorized the Alabama Department of Revenue to administer on their behalf.

Non-State Administered (NSA) local taxes are those taxes that the local government self-administers or hired a third party administrator to administer for them.

A few Non-State Administered (NSA) Localities do not accept ACH Credit payments and, therefore, cannot be filed in ONE SPOT:

https://revenue.alabama.gov/wp-content/uploads/2017/05/No_ACH_Credit_Localities.pdf

To be able to file all localities in MAT,
Contact the ADOR EFT Unit: 334-353-7659
to change your ADOR assigned Local Tax (LCL-) account from ACH Credit
to ACH Debit method payments.

For those Non-State Administered (NSA) Localities and tax administrators that do accept ACH Credit payments, go to this link to obtain banking information:

<https://revenue.alabama.gov/sales-use/one-spot/contact-information-for-self-administered-localities/>

To file Non-State Administered local taxes, as well as State Administered local taxes:

My Alabama Taxes

Welcome to My Alabama Taxes, the official web application of the Alabama Department of Revenue.

On MAT, you are able to:

- File and view returns
- Make payments
- Send and receive correspondence
- And more

Log In

Username

Password

Logon

[Forgot Password?](#)

[Forgot Username?](#)

[Don't have a logon? Register here](#)

Individual

[Where's My Refund?](#)

[ID Confirmation Quiz](#)

[Verify My Return](#)

[Register My eID](#)

Payments

[Pay a Bill I've Received](#)

Business

[Obtain a New Tax Account Number](#)

[View or Upload a Report](#)

[Verify an Exemption Certificate](#)

Other

[Filing Individual Income Taxes on MAT](#)

[Alabama Accountability Act](#)

[Subscribe to Mailing Lists](#)

[ONE SPOT / SSUT](#)



1) Log in to My Alabama Taxes (MAT).

If you have not yet signed up to use MAT, click 'Don't have a logon? Register here.'

2) Click the hyperlink for the Local Tax account.

If the ADOR Local Tax account (LCL) is not showing in your list of Accounts, you will need to add access to the account by clicking the 'Add access to an existing tax account' link.

Note: You do not "Add Access" to a self-administered local account number, you only add the locality on the return, just as you would a state-administered locality.

The screenshot displays the Alabama Department of Revenue website interface. At the top, the logo for the Alabama Department of Revenue is on the left, and navigation links for 'DEPARTMENT OF REVENUE HOME', 'HELP', and 'CONTACT US' are on the right. Below the header is a dark blue navigation bar with a 'Home' icon and a 'Log Off' button. The main content area is divided into three sections: 'Logon' (showing a user profile with a redacted name and phone number, and a 'Settings' button), 'Alerts' (listing 40 unread messages, 244 unread letters, and 1 submission needing attention), and 'I Want To' (listing options like 'Manage payments and returns', 'Obtain a new tax account', 'Add access to an existing tax account', and 'Ask a question'). Below this is a secondary navigation bar with tabs for 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', and 'Logons'. The 'Accounts' tab is active, showing a list of accounts with a 'Filter' input and a 'More...' button. The list contains two entries: 'Local Tax' (LCL-R00 [redacted]) and 'Sales Tax' (SLS-R00 [redacted]), both with a balance of \$0.00. A red box highlights the 'Local Tax' entry. A note at the bottom states: 'The balances shown reflect only the accounts and filing periods shown in MAT and may not reflect your overall balance with the Alabama Department of Revenue.'

3) This taxpayer is an ACH Credit Filer as indicated by the note below.

4) Select the hyperlink for a period to file a Local Tax return.

My Alabama Taxes Log Off

My Alabama Taxes > Local Tax

The Local Tax return has been updated. Please take a moment to familiarize yourself with the new layout.

Account Settings **Account Alerts** I Want To More...

LOCAL TAX UNIT ADOR
*****8984

Local Tax
LCL-R0 [REDACTED]

Balance: \$0.00

There are 5 unread messages

Manage payments and returns
Make a billing payment
Ask a question

Recent Periods Submissions Correspondence Names and Addresses Logons

Our records indicate you are an EFT ACH Credit Method payer. You must initiate payments through your banking institution. If you wish to switch from ACH Credit Method to ACH Debit Method or Pay by Check, please call our EFT Unit at 1-877-256-2447.

Recent Periods View Periods

31-Jan-2018	\$0.00
31-Dec-2017	\$0.00
30-Nov-2017	\$0.00
31-Oct-2017	\$0.00

5) Select the **File Now** hyperlink for a period to file a Local Tax return.

NOTE: The local return payment is made with the return filing. The ‘Make a payment’ link should only be used for additional payments for State Administered local taxes **ONLY**. If you need to make an additional payment to a Non-State Administered Locality, you will need to contact that locality or their tax administrator directly.

The screenshot displays the 'My Alabama Taxes' interface. At the top, a dark blue header contains the text 'My Alabama Taxes'. Below this, a breadcrumb trail shows 'My Alabama Taxes > Local Tax > 31-Jan-2018'. A yellow notification banner states: 'The Local Tax return has been updated. Please take a moment to familiarize yourself with the new layout.' The main content area is divided into three columns. The first column, titled 'Period', shows a redacted tax unit 'LOCAL TAX UNIT ADOR *****8984', a 'Local Tax' entry 'LCL-R00 [redacted]', and the period '31-Jan-2018' with a 'Balance: \$0.00'. The second column, 'Period Alerts', shows a checkmark and the text 'There are no alerts'. The third column, 'I Want To', contains a red-bordered button labeled 'File or view a return'. Below these columns are two summary sections: 'Summary' with the text 'There has been no financial activity' and 'Period Activity' with the text 'There has been no activity'.

6) Click on the **Return Table** link to fill out the Local Tax return.

31-Jan-2018 Local Tax Return

Request Information

Username [REDACTED]
Pseudo Employer ID # *****8984
Local Tax LCL-R0 [REDACTED]
Name LOCAL TAX UNIT ADOR
Period 31-Jan-2018
Due Date: 20-Feb-2018
Remit Due Date: 20-Feb-2018 4:00pm CT

1. Enter Data

Local Tax Return

[Click here to edit ONE SPOT return table](#)

Save Draft Cancel

Previous Next

Return Table

Import Download Import Template

Step 1: Enter a locality's information into the blank column below, start with the "Locality Name" box and continue through "deductions"; repeat this step for each locality, click "OK". Need help? [Click here for a full description of each field on this return.](#)

Step 2: If applicable, review the "County Expectancies" and update any errors noted by asterisks.

Step 3: Click "OK" once all information has been entered for each locality, then click "Next" to review the totals on the Overview page.

Notes: When filing county taxes, municipal taxes may also be due: [View municipal listings by county](#)

Some localities have multiple locality codes for different tax rates: [View code explanations and requirements](#)

[Non-State Administered local government contact information](#)

Enter information into the column below

Filter	
1 of 1	
No rows to display.	
Non-State Administered	<input type="checkbox"/>
Locality Name	
Locality Code	
Tax Type	
Rate Type	
One-Time Filing	<input type="checkbox"/>
City/County Tax Acc't #	
Gross Amount	
Deductions	
Taxable Amount	
Tax Rate	
Gross Tax	

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

- To sort table information, click the label name. Ex: Click the "Locality Name" label to sort the table alphabetically by locality name.
- Use the Filter field to find a column of data on the table. Ex: Type "Huntsville" in the Filter field and press your Enter key to pull up records that include Huntsville. To clear the Filter, delete the information in the Filter field and press your Enter key to return to the full table of information.

Note to ACH Credit Filers:

ACH Credit Payments must be made separately to the city/county or their tax administrators to avoid possible late pay penalties. Certain localities do not accept ACH Credit Method payments and will error when selected in the City/County drop-down above. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT Unit at 1-877-256-2447.

OK Cancel

7) Click on the description link in Step 1 for detail information and instructions regarding the Local Return Table.

Please take the time to read through the description information before you begin your first filing.

NOTE: There is a link to NSA contact information on the Return Table screen.

NOTE: The filer is reminded of the ACH Credit payment requirements throughout the filing process.

Non-State Administered local government contact information

Filter

1 of 1 Show Errors 1 - 1 of 1

Non-State Administered	<input type="checkbox"/>	<input type="checkbox"/>
Locality Name	HOOVER	
Locality Code	9424	
Tax Type		
Rate Type	Required	
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acc't #		
Gross Amount	0.00	
Deductions	0.00	
Taxable Amount	0.00	
Tax Rate	0.0000	
Gross Tax	0.00	
	Copy Record	
	Delete this Record	

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

• To sort table information, click the label name. Ex: Click the "Locality Name" label to sort the table alphabetically by locality name.

8) Click in the 'Locality Name' white field to begin typing the locality name. The list will filter to a short list to select from or you can use the dropdown arrow to find and select the locality.

Continue down that column to fill out the required tax information for that locality.

9) Or, click the Import button to import a file template with the appropriate return information.

Non-State Administered local government contact information

Filter	
1 of 1 Show Errors 1 - 1 of 1	
Non-State Administered	<input checked="" type="checkbox"/>
Locality Name	HOOVER
Locality Code	9424
Tax Type	Sales Tax
Rate Type	General
One-Time Filing	<input type="checkbox"/>
City/County Tax Acc't #	
<div style="border: 1px solid black; background-color: yellow; padding: 5px;"> Enter tax ID assigned by the City/County or their tax administrator. </div>	
Deductions	0.00
Taxable Amount	0.00
Tax Rate	3.0000
Gross Tax	0.00
Copy Record Delete this Record	

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

10) To add the next locality to the return, either click the **Copy Record** link at the bottom of the column, or click into the **Locality** field in the next empty column to the right.

NOTE: If you select the One-Time Filing box, that column of information will **NOT** be on your return profile next month. One-Time Filing is used to indicate that you had taxes due in this locality one time and do not need to file a return for that locality each filing period.

11) Once the appropriate information is filled out on the return, click the **OK** button.

Non-State Administered local government contact information

Filter

1 of 1 Show Errors 1 - 3 of 3

<u>Non-State Administered</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality Name	HOOVER	ALLGOOD	ARGO	
Locality Code	9424	9709	9729	
Tax Type	Sales Tax	Sales Tax	Sales Tax	
Rate Type	General	Farm Machines & Equip	Farm Machines & Equip	
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acc't #	054689			
Gross Amount	5,165.00	745.87	62,456.35	
Deductions	654.00	0.00	0.00	
Taxable Amount	4,511.00	745.87	62,456.35	
Tax Rate	3.0000	3.0000	1.5000	
Gross Tax	135.33	22.38	936.85	
	Copy Record	Copy Record	Copy Record	
	Delete this Record	Delete this Record	Delete this Record	

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

- To sort table information, click the label name. Ex: Click the "Locality Name" label to sort the table alphabetically by locality name.
- Use the Filter field to find a column of data on the table. Ex: Type "Huntsville" in the Filter field and press your Enter key to pull up records that include Huntsville. To clear the Filter, delete the information in the Filter field and press your Enter key to return to the full table of information.

Note to ACH Credit Filers:

ACH Credit Payments must be made separately to the city/county or their tax administrators to avoid possible late pay penalties. Certain localities do not accept ACH Credit Method payments and will error when selected in the City/County drop-down above. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT Unit at 1-877-256-2447.

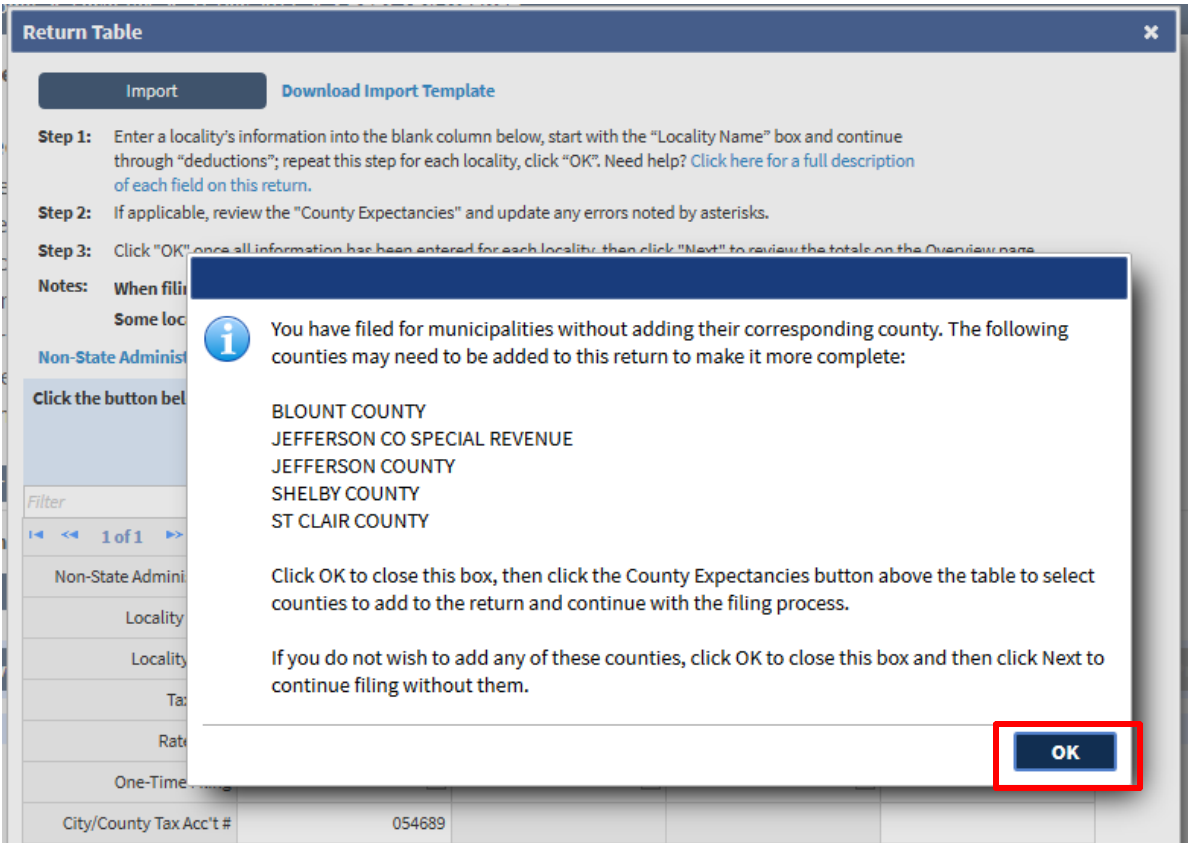
OK
Cancel

After clicking the OK button on the return...

12) The message shown in the popup is dependent on the localities entered on the Local Tax Return.

The counties listed are county filing expectancies that should exist on the return for the municipalities previously entered.

Click the **OK** button after reading the information provided.



13) A **County Expectancies** button is now available to review the county expectancies that were mentioned in the previous popup box.

Return Table

Import
Download Import Template

Step 1: Enter a locality's information into the blank column below, start with the "Locality Name" box and continue through "deductions"; repeat help? [Click here for a full description of each field on this return.](#)

Step 2: If applicable, review the "County Expectancies" and update any errors noted by asterisks.

Step 3: Click "OK" once all information has been entered for each locality, then click "Next" to review the totals on the Overview page.

Notes: **When filing county taxes, municipal taxes may also be due:** [View municipal listings by county](#)

Some localities have multiple locality codes for different tax rates: [View code explanations and requirements](#)

[Non-State Administered local government contact information](#)

Click the button below to select counties to add to the table. You may proceed without adding any additional counties.

County Expectancies

Filter				
1 of 1 1 - 3 of 3				
Non-State Administered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality Name	HOOVER	ALLGOOD	ARGO	
Locality Code	9424	9709	9729	
Tax Type	Sales Tax	Sales Tax	Sales Tax	
Rate Type	General	Farm Machines & Equip	Farm Machines & Equip	

14) Counties are listed with the corresponding locality that generated the expectancy.

Check the box 'Select All Counties' or the individual box in the 'Generate?' column for each county expectancy that needs to be added to the return and click the **Ok** button and complete the Return Table information for the added counties.

If there are no county expectancies to generate, click **Cancel**.

The screenshot shows a dialog box titled "Counties" with a close button (X) in the top right corner. At the top left, there are two checkboxes: "Select All Counties" (checked) and "Select None" (unchecked). Below this is a table with the following columns: "Generate?", "County", "County Code", "County Tax Type", "County Rate Type", "Locality", "Locality Code", "Locality Tax Type", and "Locality Rate Type". The "Generate?" column contains checkboxes for each row. The "Locality" column contains locality names. At the bottom left, it says "7 Rows". At the bottom right, there are two buttons: "OK" (highlighted with a red box) and "Cancel".

Generate?	County	County Code	County Tax Type	County Rate Type	Locality	Locality Code	Locality Tax Type	Locality Rate Type
<input checked="" type="checkbox"/>	BLOUNT COUNTY	7005	Sales Tax	Farm Machines & Equip	ALLGOOD	9709	Sales Tax	Farm Machines & Equip
<input checked="" type="checkbox"/>	JEFFERSON CO SPECIAL REVENU	7337	Sales Tax	General	HOOVER	9424	Sales Tax	General
<input type="checkbox"/>	JEFFERSON CO SPECIAL REVENU	7337	Sales Tax	Farm Machines & Equip	ARGO	9729	Sales Tax	Farm Machines & Equip
<input type="checkbox"/>	JEFFERSON COUNTY	7037	Sales Tax	Farm Machines & Equip	ARGO	9729	Sales Tax	Farm Machines & Equip
<input checked="" type="checkbox"/>	JEFFERSON COUNTY	7037	Sales Tax	General	HOOVER	9424	Sales Tax	General
<input type="checkbox"/>	SHELBY COUNTY	7058	Sales Tax	General	HOOVER	9424	Sales Tax	General
<input checked="" type="checkbox"/>	ST CLAIR COUNTY	7059	Sales Tax	Farm Machines & Equip	ARGO	9729	Sales Tax	Farm Machines & Equip

15) The selections from the County Expectancies have been added to the return. Complete any required information and enter the Gross Amount.

The Return Table will show 4 columns of locality data at a time, with a 5th blank column to add the next item. This page 1 shows 1-4 of 7 entries. To move between table pages, click the numbers at the top of the table.

If there is an error, you can quickly get to the page with the error by either clicking on the page number with a red * or by clicking **Show Errors** link.

Sort or **Filter** your entries. You can sort your entries by clicking the field name (Locality Code Name, Location Code, etc.) in the column on the far left that you want to sort by, or you can filter by typing in the **Filter** field the item that you want to find. To search and show only Hoover, type Hoover in the filter field.

After entering all data in the table, click the **OK** button to continue.

Click the button below to select counties to add to the table. You may proceed without adding any additional counties.

County Expectancies

Filter

1 of 2 Show Errors 1 - 4 of 7

Non-State Administered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Locality Name	HOOVER	ALLGOOD	ARGO	BLOUNT COUNTY	
Locality Code	9424	9709	9729	7005	
Tax Type	Sales Tax	Sales Tax	Sales Tax	Sales Tax	
Rate Type	General	Farm Machines & Equip	Farm Machines & Equip	Farm Machines & Equip	
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acc't #	054689				
Gross Amount	5,165.00	745.87			
Deductions	654.00	0.00			
Taxable Amount	4,511.00	745.87	62,456.35	0.00	
Tax Rate	3.0000	3.0000	1.5000	1.0000	
Gross Tax	135.33	22.38	936.85	0.00	

Enter tax ID assigned by the City/County or their tax administrator.

Copy Record Delete this Record Copy Record Delete this Record Copy Record Delete this Record Copy Record Delete this Record

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

To sort table information, click the label name. Ex: Click the "Locality Name" label to sort the table alphabetically by locality name.

OK Cancel

16) Next to the **Return Table** button, a message and corresponding icon indicate the status of the Return Table.

If the Return Table is in error, all errors will need to be fixed before continuing.

Click the **Next** button once all the appropriate information is filled out on the return.

My Alabama Taxes > Local Tax > 31-Jan-2018 > Local Tax Return

31-Jan-2018 Local Tax Return

Request Information

Username	[REDACTED]
Pseudo Employer ID #	*****8984
Local Tax	LCL-R0 [REDACTED]
Name	LOCAL TAX UNIT ADOR
Period	31-Jan-2018
Due Date:	20-Feb-2018
Remit Due Date:	20-Feb-2018 4:00pm CT

1. Enter Data

Local Tax Return

[Click here to edit ONE SPOT return table](#)

Return Table is valid

Save Draft Cancel < Previous **Next >**

Period 31-Jan-2018
Due Date: 20-Feb-2018
Remit Due Date: 20-Feb-2018 4:00pm CT

1. Enter Data 2. Overview

Local Tax Return (9501) Overview

Total Item Count [Review Return Table](#)

State Administered (SA)

SA Line Items

SA Gross Tax

SA Interest

SA Late Pay Penalty

SA Late File Penalty

SA Discount

SA Net Tax Due

SA Credit Claimed (ADOR Approved)

SA Total Amount Due

Non-State Administered (NSA)

NSA line items

NSA Gross Tax

NSA Interest

NSA Late Pay Penalty

NSA Late File Penalty

NSA Discount

NSA Total Amount Due

Note to ACH Credit Filers:

ACH Credit Payments must be made separately to the city/county or their tax administrators to avoid possible late pay penalties. Certain localities do not accept ACH Credit Method payments and will error when selected in the City/County drop-down above. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT Unit at 1-877-256-2447.

ADOR records indicate you are an EFT ACH Credit Method payer. You must initiate the payment(s) for the above transactions through your banking institution. Payment for state-administered city and county taxes must be made directly to the Alabama Department of Revenue's bank, and payment for self-administered city and county taxes must be made directly to the self-administered jurisdiction's bank or their tax administrator's bank. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT unit at 1-877-256-2447.

From the return confirmation page you can print a Payment Summary and an ACH Addenda Record Information file for your use in processing your ACH Credit Method payments. NOTE: To avoid losing your ACH Credit Method payment status, make payment to the correct payee and enter complete and accurate information in the TXP Banking Convention addenda record (found in the ACH Addenda Record Information file).

More information about ACH Credit Method requirements can be found here:

[ACH Credit Information](#)

Save Draft Cancel

Previous Submit

17) This summary page displays the amounts from each line of the Local Tax Return broken down by either State or Non-State Administered Localities.

Penalty, Interest and Discounts are summarized on this page.

The **Review Return Table** button displays a summary of the values entered into the return.

18) An ADOR approved credit may be entered on this summary page on the **Credit Claimed (ADOR Approved)** line.

Period 31-Jan-2018
 Due Date: 20-Feb-2018
 Remit Due Date: 20-Feb-2018 4:00pm CT

1. Enter Data 2. Overview

Local Tax Return (9501) Overview

Total Item Count	7	Review Return Table
State Administered (SA)		Non-State Administered (NSA)
SA Line Items	2	NSA line items 5
SA Gross Tax	959.23	NSA Gross Tax 857.57
SA Interest	0.84	NSA Interest 0.76
SA Late Pay Penalty	95.93	NSA Late Pay Penalty 85.76
SA Late File Penalty	143.69	NSA Late File Penalty 262.46
SA Discount	0.00	NSA Discount 0.00
SA Net Tax Due	1,199.69	
SA Credit Claimed (ADOR Approved)	0.00	
SA Total Amount Due	1,199.69	NSA Total Amount Due 1,206.55

NOTE: Credits cannot be used in MAT/ONE SPOT on Non-State Administered liabilities.

Note to ACH Credit Filers:

ACH Credit Payments must be made separately to the city/county or their tax administrators to avoid possible late pay penalties. Certain localities do not accept ACH Credit Method payments and will error when selected in the City/County drop-down above. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT Unit at 1-877-256-2447.

ADOR records indicate you are an EFT ACH Credit Method payer. You must initiate the payment(s) for the above transactions through your banking institution. Payment for state-administered city and county taxes must be made directly to the Alabama Department of Revenue's bank, and payment for self-administered city and county taxes must be made directly to the self-administered jurisdiction's bank or their tax administrator's bank. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT unit at 1-877-256-2447.

From the return confirmation page you can print a Payment Summary and an ACH Addenda Record Information file for your use in processing your ACH Credit Method payments. NOTE: To avoid losing your ACH Credit Method payment status, make payment to the correct payee and enter complete and accurate information in the TXP Banking Convention addenda record (found in the ACH Addenda Record Information file).

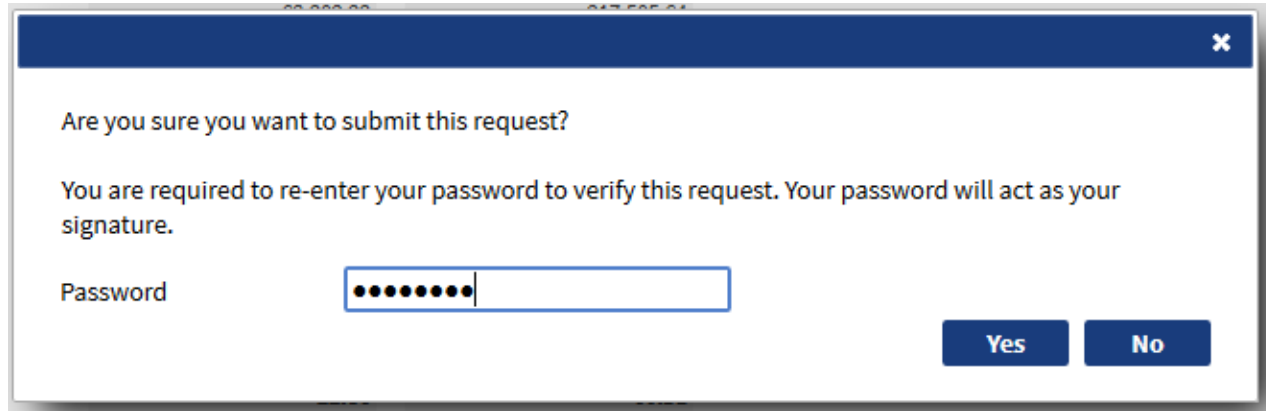
More information about ACH Credit Method requirements can be found here:

[ACH Credit Information](#)

Click the **Submit** button.

Save Draft Cancel < Previous **Submit**

19) You must enter the Password and Click Yes to authorize the submission of the return and payment.



Are you sure you want to submit this request?

You are required to re-enter your password to verify this request. Your password will act as your signature.

Password

Yes No

20) The return has been submitted. A copy of this confirmation message and a copy of the return can be printed. **Note the reminders regarding ACH Credit Payments.**

Click the **ACH Credit Addenda** button to view the Addenda Record required information for ACH Credit payments to ADOR and to each NSA locality.

[My Alabama Taxes](#) > [Local Tax](#) > [31-Jan-2018](#) > [Local Tax Return](#) > [Confirmation](#)

Confirmation

Thank you!

Your return has been submitted.

Request/Confirmation Number: M2019971648
Account Number: LCL-RC [REDACTED]
Filing Period: 31-Jan-2018
Filing Date and Time: 28-Feb-2018 1:11 PM
Remit Due Date: 20-Feb-2018 4:00pm CT

Our records indicate you are an EFT ACH Credit Method payer.
You must initiate the payment(s) for this transaction through your banking institution.
If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT Unit at 1-877-256-2447.

Alabama Department of Revenue Payment Total: \$1,199.69

Non-State Administered Payment Total: \$1,206.55 (May require separate payments.)

ATTENTION ACH CREDIT FILERS
Only your return has been submitted.
Click the ACH Credit Addenda button below to view record information for your ACH Credit method payment(s).

You are still responsible for scheduling payments for the posted Amounts Due correctly to the appropriate Counties / Municipalities or their tax administrator. Payments made incorrectly may result in penalty and interest charges for late or nonpayment, and may be denied the ability to file and pay via ACH Credit Method on future ONE SPOT returns for the affected locality.

ACH Credit method payers must contact the [Non-State Administered local government](#) for their banking information.

[OK](#) [Print Confirmation](#) [Print Return](#) [ACH Credit Addenda](#)

21) This ACH Credit Payment Info Addenda Record PDF will be generated and can be printed or saved. The taxpayer can use the information provided in this file to create their addenda record for each payment due.



ALABAMA DEPARTMENT OF REVENUE
 SALES AND USE TAX DIVISION
 PO BOX 327790, MONTGOMERY AL 36132-7790

Form: 9501
MAT Confirmation:
 M2019971648

Alabama Local Tax Return - Credit Addenda Record

ACCOUNT NUMBER
 LCL-R [REDACTED]

REPORT FOR THE PERIOD OF
 31-Jan-2018

DATE RETURN FILED
 28-Feb-2018 01:11:47 PM

DUPLICATE
 20-Feb-2018

Name: LOCAL TAX UNIT ADOR
 Address: 50 N RIPLEY ST MONTGOMERY AL 36130-1001

You are responsible for scheduling payments for the posted Amounts Due correctly to the appropriate Counties / Municipalities or their tax administrator. Payments made incorrectly may result in penalty and interest charges for late or nonpayment, and may be denied the ability to file and pay via ACH Credit Method on future ONE SPOT returns for the affected locality.

ACH Credit Method payers must contact the Non-State Administered local government or their tax administrator for their banking information: <http://revenue.alabama.gov/salestax/online/selfadmin.cfm>

Data Required in Free Form Area of Addenda Record for ACH Credit Payments:

Payee	Locality Name	Record Type	Addenda Type Code	Segment Identifier	Separator	Taxpayer ID	Separator	Tax Code	Separator	Tax Period End Date	Separator	Amount Type	Separator	Amount	Separator	18 space Filler	Separator	Confirmation Number	Terminator	6 space Filler
SELF	HOOVER	7	05	TXP	*	SC [REDACTED]	*	04801	*	180131	*	T	*	0000019898	*		*	M2019971648	\	
SELF	JEFFERSON CO SPECIAL REVENUE	7	05	TXP	*	SC [REDACTED]	*	04801	*	180131	*	T	*	0000009966	*		*	M2019971648	\	
SELF	ST CLAIR COUNTY	7	05	TXP	*	SC [REDACTED]	*	04801	*	180131	*	T	*	0000075003	*		*	M2019971648	\	
SELF	JEFFERSON COUNTY	7	05	TXP	*	SC [REDACTED]	*	04801	*	180131	*	T	*	0000009966	*		*	M2019971648	\	

NOTE:

To avoid unnecessary correspondence regarding missing ACH Credit payments, it is important to provide the correct information in the Addenda Record so that the payments will quickly and accurately match to the returns.

22) Until 4:00 p.m. Central Standard Time, the filing will be in a 'Pending...' status. While in a 'Pending...' status, the return can be edited by clicking either the 'File or view a return' or 'Local Tax Return/Payment for...' link.

My Alabama Taxes > Local Tax > 31-Jan-2018

The Local Tax return has been updated. Please take a moment to familiarize yourself with the new layout.

Period	Period Alerts	I Want To
[Redacted] LOCAL TAX UNIT ADOR *****8984 Local Tax LCL-R [Redacted] ⇒ 31-Jan-2018 Balance: \$1,199.69	Pay outstanding balance: \$1,199.69 There is 1 unread message	File or view a return
Summary	Period Activity	
Balance \$1,199.69	28-Feb-2018 Pending... Local Tax Return/Payment for 31-Jan-2018	

23) Click the 'Edit' link to make adjustments to the filing while it is in a 'Pending...' status.

The screenshot shows the 'My Alabama Taxes' interface. The breadcrumb trail at the top reads: 'My Alabama Taxes > Local Tax > 31-Jan-2018 > Submission'. Below this, there are two tabs: 'Submission' (active) and 'Status'. Under the 'Submission' tab, the following information is displayed: a redacted black box, 'LOCAL TAX UNIT ADOR *****8984', 'Local Tax LCL-R0 [redacted]', and '31-Jan-2018'. Below this is a 'Submission' entry with an arrow icon and the text 'Amount \$1,199.69'. Under the 'Status' tab, the status is 'Pending...' with a checkmark icon. Below this, it says 'Local Tax Return/Payment for 31-Jan-2018', 'Confirmation #2-019-971-648', and 'Submitted 28-Feb-2018'. At the bottom of the status section, there are four links: 'View', 'Print', 'Edit' (highlighted with a red box), and 'Delete'.

24) To print a copy of the ACH Credit Addenda information after the Local Tax return is no longer pending, click on the Received or Processed 'Local Tax Return' link in the Period Activity section.

Home » Local Tax » 30-Nov-2017

[Period](#)
[Period Alerts](#)
[I Want To](#)

LOCAL TAX UNIT ADOR

 *****8984

[Local Tax](#)

 LCL-R00

⇨ 30-Nov-2017

Balance: \$0.00

[Summary](#)
[Period Activity](#)

Tax	\$517.77	19-Dec-2017	Posted	State Administered Payment for \$517.76
Credit	(\$517.77)	11-Dec-2017	Received	Local Tax Return
		11-Dec-2017	Processed	Local Tax Return/Payment for 30-Nov-2017

25) Click the 'View' link.

Home » Local Tax » 30-Nov-2017 » Return

Return Status

LOCAL TAX UNIT ADOR
*****8984

Local Tax
LCL-R00

30-Nov-2017

Return

✓ Received
Local Tax Return
Due 20-Dec-2017
Received 10-Dec-2017

View
Print

Overview

This return cannot be amended through MAT.
[Click here for instructions on how to amend your return](#)

Local Tax Return (9501) Overview

Total Item Count [View Return Table](#)

Return Breakdown	State Administered	Non-State Administered
Line Item Count	44	14
Gross Amount	12,944.20	600.00
Deductions	0.00	600.00
Taxable Amount	12,944.20	0.00
Consumer Use Tax	0.00	0.00
Lodgings Tax	0.00	0.00
Rental Tax	0.00	0.00
Sales Tax	0.00	0.00
Sellers Use Tax	517.77	0.00
Gross Tax	517.77	0.00
Interest	0.00	0.00
Late Pay Penalty	0.00	0.00
Late File Penalty	0.00	0.00
Discount	0.00	0.00
Net Tax Due	517.77	
Credit Claimed (ADOR Approved)	0.00	
Total Amount Due	517.77	0.00

Note to ACH Credit Filers:

ADOR records indicate you are an EFT ACH Credit Method payer. You must initiate the payment(s) for the above transactions through your banking institution. Payment for state-administered city and county taxes must be made directly to the Alabama Department of Revenue's bank, and payment for self-administered city and county taxes must be made directly to the self-administered jurisdiction's bank or their tax administrator's bank. If you wish to switch from ACH Credit Method to ACH Debit Method, please call our EFT unit at 1-877-256-2447.

From the return confirmation page you can print a Payment Summary and an ACH Addenda Record Information file for your use in processing your ACH Credit Method payments. NOTE: To avoid losing your ACH Credit Method payment status, make payment to the correct payee and enter complete and accurate information in the TXP Banking Convention addenda record (found in the ACH Addenda Record Information file).

More information about ACH Credit Method requirements can be found here:
[ACH Credit Information](#)

Print ACH Credit Addenda

26) Scroll to the bottom of the Overview and click the **Print ACH Credit Addenda** button.