

**NOTICE TO THE ALABAMA DEPARTMENT OF REVENUE  
DECLARATION OF ADMINISTRATION OF ONE SPOT TRANSACTIONS  
FOR NON-STATE ADMINISTERED LOCAL TAXES**

ONE SPOT tax return and payment data will be provided, and tax payments deposited, to the local government. The local government has the option to designate a third party administrator to have access to this information as well as receive tax payments on the local government's behalf.

The Municipality / County of \_\_\_\_\_ directs the Department to do one of the following:

\_\_\_\_\_ Deposit the taxpayer's local tax payment directly into the local government's bank account and provide the electronic local tax return and payment data to the local government. **(If this option is selected, stop here and sign the signature block below.)**

**OR**

\_\_\_\_\_ Deposit the taxpayer's local tax payment directly into the local government's bank account and provide the electronic local tax return and payment data to the DESIGNEE listed below.

**OR**

\_\_\_\_\_ Deposit the taxpayer's local tax payment directly into the DESIGNEE's bank account and provide the electronic local tax return and payment data to the DESIGNEE.

**TAX ADMINISTRATION DESIGNATION**

**Name and Address of Third Party Tax Administrator**

ADMINISTRATOR NAME	CONTACT	TELEPHONE
MAILING ADDRESS	EMAIL	
CITY                      STATE              ZIP CODE	CONTACT	TELEPHONE
PHYSICAL ADDRESS	EMAIL	
CITY                      STATE              ZIP CODE	EFFECTIVE DATE:	

By signing this designation, we acknowledge that:

- The Department is authorized to discuss with the DESIGNEE issues pertaining to tax return and payment information.
- This designation applies only to the tax return and payments processed through the ONE SPOT system.
- A third party tax administrator is subject to all confidentiality and disclosure laws that apply to the county or municipality, including the provisions and penalties in Section 40-2A-10 of Code of Alabama 1975, as amended. A third party administrator will be required to sign a Nonemployee Confidentiality and Disclosure Statement (Form COM:103).
- A bank account established to receive taxpayers' deposits of non-state administered taxes through the ONE SPOT system shall be set up to allow dishonored payments to be reversed.
- The county or municipality remains liable for and is responsible to re-pay any amount deposited into the designee's account that is subsequently returned or reversed but which cannot be settled through the designated bank account in a timely manner.
- Change in local tax administrator will be reported to ADOR by forwarding a certified copy of the ordinance or resolution and submitting a new Declaration of Administration of ONE SPOT Transactions form. Notification of change in administrator must be received at least 30 days prior to the first day of the effective month. The effective date must be the first day of the month.

The undersigned governmental entity authorizes the Department to handle ONE SPOT transactions as instructed above.

Sign Here

\_\_\_\_\_  
Signature of Authorized Municipal/County Official                      Title                      Date

Print Name

\_\_\_\_\_

**Mail to:** Alabama Department of Revenue, ONE SPOT, P O Box 327710, Montgomery, AL 36132-7710