

# ONE SPOT Demo to Assist Taxpayers with Filing Non-State Administered (NSA) Taxes in My Alabama Taxes (MAT)

For assisting taxpayers who already file a local tax return in MAT for another locality and need to add an additional locality to the return.

1. Enter Data on Local Tax Return Table

*During the demo, click the buttons or links on the page, do not scroll through the document.*

**NEXT**

## NSA Instructions for MAT Demo

Demonstration steps for taxpayer that has filed a Local Tax return in MAT before but needs to add their NSA taxes to the return:

- File Local Tax Return
  - In the “Local Tax” account box, click “File or View a return.”
  - Click “File Now” or the “Local Tax Return” link.
  - The first screen of the Local Tax return provides instructions and links to various information.
  - Click “Next.”
  - Add Locality. Start typing locality’s name in the first empty “Locality” white field to obtain a condensed list. NOTE: There will always be an empty row in the return table for use in adding new localities to the return.
  - Enter all remaining required information.
  - Select “One-Time Filing” checkbox ONLY if taxpayer does not need to retain information for subsequent filings. If unchecked, the local information will be retained for the next return filing.
- Discount, Late Fees, and Interest calculations can be viewed on the “Overview” screen after completing the Return Table. If changes are required, the taxpayer must click the Previous button to return to the “Return Table”
- The taxpayer must confirm the payment information on the Payment screen and select “**Submit**” for return/payment to be processed. The “Submit” button is not available in the demo.

### NOTES:

- Demo is not date based. Calculations are made for discount but not P&I.
- Banking set up information shown in Demo does not carryforward to return/payment Demo.

[Click here to  
start Demo](#)

ABC BAKERY

\*\*\_\*\*\*8888  
50 N RIPLEY ST  
MONTGOMERY AL 36130-1001

The account is now ready to file returns.

Welcome, Lisa

You last logged in on Monday, Oct 4, 2021 3:19:58 PM

[Manage My Profile](#)

- Accounts
- Tasks <sup>3</sup>
- Security
- Other Actions...

Filter [X]

ABC BAKERY

\*\*\_\*\*\*8888  
50 N RIPLEY ST  
MONTGOMERY AL 36130-1001

Correspondence

- > [View/Print mail from ADOR](#)
- > [View MAT Messages](#)
- > [View my previous MAT Submissions](#)

Registration

- > [Manage names & addresses](#)
- > [Register additional tax types/Obtain a new tax account number](#)

Local Tax

ABC BAKERY  
50 N RIPLEY ST  
MONTGOMERY AL 36130-1001

[Tasks](#) <sup>3</sup>

Account

LCL-R000729561

Balance

\$0.00

Click →

- > [File or View a return](#)
- > [Make a payment](#)

Scroll for More

< [ABC BAKERY](#)

Returns

Local Tax  
LCL-R000729561  
ABC BAKERY

Balance  
**\$0.00**

> [Make a Payment](#)

Use either link to click directly to the tax return.

[List of Returns](#) [Periods and Balances](#)

Returns

Return	Period	Due Date	Received Date	Status	
<a href="#">Local Tax Return</a> ← Click	<a href="#">30-Sep-2021</a>	20-Oct-2021		Outstanding	<a href="#">File Now</a> ← Click
<a href="#">Local Tax Return</a>	<a href="#">31-Aug-2021</a>	20-Sep-2021		Delinquent	<a href="#">File Now</a>
<a href="#">Local Tax Return</a>	<a href="#">31-Jul-2021</a>	20-Aug-2021		Delinquent	<a href="#">File Now</a>

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.

Clicking the Period date takes you to the Period screen where you can also reach the tax return to file and to view all prior activity on that tax period.