

**My Alabama Taxes (MAT) – Bulk Filing Instructions  
Local Sales, Use, Rental & Lodgings Tax**

**Instructions for Third Party / Bulk Filing Multiple Tax Returns  
for Clients**

To receive Third Party/Bulk Filing Status, you must submit the [Third Party/Bulk Filing Application](#). Once approved, you will receive an “Agent” account that you can use to sign on to the MAT system. With an Agent account, and your client’s approval, you will be able to file returns and submit payments on your client’s behalf using a single login. There are two options for filing and paying returns using your MAT login. You can enter the information on the return form on each of your client’s accounts or you can create text files, by tax type, that contain your client’s return and payment information for uploading to the system.

**The Return Form Method:** Before you can enter your client’s return information using the tax return form your client must first set their account to allow [third party logons](#). Then you must [add your client’s account](#) to your Account List by logging on to MAT, clicking the “Other Actions” tab and clicking “Add access to an existing tax account”. Then you will need to enter your client’s tax account number, E-file Sign on ID, E-file Access Code, and the third-party password that your client created when setting their MAT profile to allow third party logons. Once the account is added you can access it from the accounts list.

**The Bulk Upload Method:** The Bulk Upload method allows you to create a comma delimited text file for each tax type that contains your clients’ returns and payments for uploading to the system. These files can be created using a spreadsheet program (like Excel) and saved as a comma delimited text file with the .csv file extension. Note: If a header row (column names) is used during the creation of the file, it should be removed prior to uploading since the system will begin importing with the first row of the file.

**City & County Sales, Use, Lodgings and Rental Tax**

Field (Column)	Field Name	Length	Data Type	Max Decimals	Format
1 (A)	Account Number	10	Alphanumeric		
2 (B)	Filing Period	8	Date		CCYYMMDD
3 (C)	City County Code	4	Numeric		XXXX ST, STPJ, SD, SDPJ, CU, CUPJ, RT, RTPJ, SU, SUPJ, LL, or LLPJ
4 (D)	Tax Type	2 or 4	Text		ALCOH, AMUSE, AUTO, FARM, GENER, GROC, LINEN, MACH, REST, RMFEE, TRANV, VEND, or WDFEE
5 (E)	Rate Type	4 or 5	Text		WDFEE
6 (F)	One Time?	1	Text		Y or N
7 (G)	Jurisdiction Acct Number	1 - 17	Alphanumeric		
8 (H)	Gross Amount	Max 13	Currency	2	###
9 (I)	Deductions	Max 13	Currency	2	###
10 (J)	Payment Method	1	Text		E, V, or Z

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11 (K)	Payment Date	8	Date	CCYYMMDD
12 (L)	Bank Customer Type	1	Text	P or B
13 (M)	Bank Account Type	1	Text	C or S
14 (N)	Bank Routing Number	9	Numeric	
15 (O)	Bank Account Number	Max 18	Numeric	

**Account Number:** The size of this field is 10 characters. This is the tax account number assigned to you by the Alabama Department of Revenue that begins with an R or with 9501. Do not include the “LCL-“ prefix. **NOTE:** Your file must contain valid, active account numbers. This is a REQUIRED field.

**Filing Period (CCYYMMDD):** The size for this field is 8 characters. The period end field in your record should be in the format CCYYMMDD. This is a REQUIRED field.

**City County Code:** The field size is 4 characters. This is a REQUIRED field.

**Tax Type:** This field is 2 or 4 characters. This is a REQUIRED field. The following are the Tax Type codes:

- ST = Sales Tax
- STPJ = Sales Tax outside city limits but within Police Jurisdiction
- SD = Sales Tax Direct Pay
- SDPJ = Sales Tax Direct Pay outside city limits but within Police Jurisdiction
- SU = Sellers Use
- SUPJ = Sellers Use outside city limits but within Police Jurisdiction
- CU = Consumers Use
- CUPJ = Consumers Use outside city limits but within Police Jurisdiction
- RT = Rental
- RTPJ = Rental outside city limits but within Police Jurisdiction
- LL = Lodgings
- LLPJ = Lodgings outside city limits but within Police Jurisdiction

**Rate Type:** The maximum size for this field is 6 characters. This is a REQUIRED field. The following are the Rate Type codes:

- ALCOH = Alcoholic Beverage Tax Rate (for localities with a separate rate for Alcohol)
- AMUSE = Places of Amusement Tax Rate
- AUTO = Automotive Tax Rate
- FARM = Farm Tax Rate
- GENER = General Tax Rate
- GROC = Grocery Tax Rate (For Food as defined in 7 U.S.C. § 2011, et.seq., for the purposes of the federal Supplemental Nutrition Assistance Program.)

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**LINEN** = Linen/Garment Rental Rate

**MACH** = Manufacturing Machine Tax Rate

**REST** = Restaurant Tax Rate (for localities with a separate rate for restaurants)

**WDFEE** = Automotive Withdrawal Fee (For Automotive Dealers to report the number of automotive vehicles withdrawn for use as demonstrators.)

**RMFEE** = Per Room Fee (Lodgings Tax Only - for localities that assess a flat fee per room per night for rooms, lodgings, or other accommodations. Use "GENER" when lodgings tax is applied as a percentage of the cost of the accommodations.)

**TRANV** = Transportation Vehicle Rental

**VEND** = Vending Tax Rate (For Food Sold Through Vending Machines.)

**One Time (Y or N)** = Size of this field is 1 character. Select "N" if sales are regularly made in this locality. Select "Y" if this is a one-time sale in the locality.

**Jurisdiction Account Number:** The maximum size for this field is 17 characters. Jurisdiction Account Number applies to non-state administered localities only. This is the local taxpayer account number assigned to you by the city or county for which you are reporting. This is a REQUIRED field for non-state administered localities. Can be left blank on state administered localities.

**Gross Amount\*:** Gross sales, purchases, rental receipts, or lodgings receipts. The maximum size for this field is 13 characters. This is a REQUIRED field.

**Deductions\*:** The maximum size for this field is 13 characters. This is a REQUIRED field.

**Payment Method:** This field is 1 character in length. This is a REQUIRED field. The following are the Payment Method codes:

**E** = ACH Debit method payment

**V** = ACH Credit method payment (prior approval required)

**Z** = Zero tax or penalty due

**Bank Customer Type:** The maximum size for this field is 1 character. This is a REQUIRED field if Payment Method is "E".

**P** = Personal Account

**B** = Business Account

**Payment Date (CCYYMMDD):** The maximum size for this field is 8 characters. The payment date field in your record should be in the format of CCYYMMDD. The Payment Date only applies to current returns filed **before** the Remit Due Date and **cannot** be a date beyond the Remit Due Date. This is a REQUIRED field if you are using payment method code E and filing current returns.

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**Bank Account Type:** The maximum size for this field is 1 character. This is a REQUIRED field if payment method is “E”.

C = Checking Account

S = Savings Account

**Bank Routing Number:** The size of this field is 9 characters. This is a REQUIRED field if payment method is “E”.

**Bank Account Number:** The maximum size for this field is 18 characters. This is a REQUIRED field if payment method is “E”. Please include leading zeros, if present, since they are required by some banks (for example: **001234567**). To keep Excel from removing leading zeros an apostrophe can be added in front of the number before saving the file (**'001234567**). The apostrophe must be entered every time the file is edited and saved.

**\*FOR ALL DOLLAR FIELDS:** Please include dollars and cents (including the decimal point). Do not enter alpha characters, dollar symbols, or commas.

**Outstanding credits** cannot be claimed using the bulk file upload method. To claim an outstanding credit on an account the Return Form method of filing must be used.

**Electronic payment is required when using the bulk file upload method.** The pay by check option (for state administered localities with less than \$750 due) is available only with the Return Form method of filing.