

## My Alabama Taxes (MAT) – Bulk Filing Instructions State Consumers Use 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 and clicking the “Manage my profile” link, the “Other Actions” link, then “Add Access to an existing tax account” link. 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 by clicking the account number link on 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 client’s return and payment information to upload to the system. These files can be created using a spreadsheet program (i.e., Excel) and saved as a comma delimited text file with either a .txt or .csv file extension. A separate file is required for each tax type using the following layouts. Note: If a header row 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.

### State Consumers Use

Field (Column)	Field Name	Length	Data Type	Max Decimals	Format
1 (A)	Account Number	10	Text		
2 (B)	Period End	8	Text		CCYYMMDD
3 (C)	Filler Field	1	Text		
4 (D)	Purchase Amount FARM-MFG		Currency	2	###
5 (E)	Purchase Amount AUTO		Currency	2	###
6 (F)	Purchase Amount OTHER		Currency	2	###
7 (G)	Purchase Amount GROC <i>(Filler Field for tax periods prior to 9/1/2023)</i>		Currency	2	###
8 (H)	Filler Field		Currency	2	###
9 (I)	Filler Field		Currency	2	###
10 (J)	Deductions Amount FARM-MFG		Currency	2	###

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<b>11 (K)</b>	Deductions Amount AUTO		Currency	2	###
<b>12 (L)</b>	Deductions Amount OTHER		Currency	2	###
<b>13 (M)</b>	Deductions Amount GROC <i>(Filler Field for tax periods prior to 9/1/2023)</i>		Currency	2	###
<b>14 (N)</b>	Filler Field		Currency	2	###
<b>15 (O)</b>	Filler Field		Currency	2	###
<b>16 (P)</b>	Tax Paid Other State		Currency	2	###
<b>17 (Q)</b>	Credit Claimed Amount		Currency	2	###
<b>18 (R)</b>	Payment Method	1	Text		
<b>19 (S)</b>	Funding Source	1	Text		
<b>20 (T)</b>	Address	35	Text		
<b>21 (U)</b>	City	33	Text		
<b>22 (V)</b>	State	2	Text		
<b>23 (W)</b>	Zip Code	5	Text		
<b>24 (X)</b>	Zip Plus 4	4	Text		
<b>25 (Y)</b>	Payment Date	8	Text		CCYYMMDD
<b>26 (Z)</b>	Bank Acct Type	1	Text		
<b>27 (AA)</b>	Bank Routing Number	9	Text		
<b>28 (AB)</b>	Bank Acct Number	18	Text		

**THE STATE CONSUMERS USE FILE SHOULD CONTAIN THE FOLLOWING FIELDS OF DATA FOR EACH RECORD IN YOUR FILE:**

**Account Number:** The maximum size for this field is 10 characters. Please note that if your account number has a space, the space must be included in the field. NOTE: Your file must contain valid, active account numbers.

**Period End:** The maximum size for this field is 8 characters. The period end field in your record should be in the format of CCYYMMDD.

**Filler Field:** The maximum size for this field is 1 character.

**Purch Amt FARM-MFG, Purch Amt AUTO, Purch Amt OTHER, Purch Amt GROC\*:** The maximum size for this field is 13 characters.

**Deductions Amt FARM-MFG, Deductions Amt AUTO, Deductions Amt OTHER, Purch Amt GROC \*:** The maximum size for this field is 13 characters.

**Tax Paid Other State\*:** The maximum size for this field is 13 characters. Enter the amount of tax paid on purchases to a reseller in a reciprocating state pursuant to Code of Alabama 1975, Section 40-27-1, Article V (1).

**Credit Claimed\*:** The maximum size for this field is 13 characters. NOTE: Any credit for prior overpayment must be approved in advance by the ADOR. Credit claimed should not

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exceed the sum of Amount of Tax and Tax paid on purchase to seller in another State. Valid excess credit can be claimed on subsequent returns.

**Filler Field\*:** The maximum size for this field is 13 characters.

**Payment Method:** The maximum size for this field is 1 character. The payment method field in your record can be any one of the following **payment method codes**:

M = Mail by check

E = EFT Debit

V = EFT Credit

Z = Zero Tax Due

X = E-File without payment

**Funding Source:** The maximum size for this field is 1 character. This field pertains to whether or not an EFT payment is an International ACH Transaction (IAT). This field can be N (not IAT) or Y (IAT). This is a REQUIRED field if Payment Method is E.

**Address:** The maximum size for this field is 35 characters. This is a required field if Funding Source equals Y.

**City:** The maximum size for this field is 33 characters. This is a required field if Funding Source equals Y.

**State:** The maximum size for this field is 2 characters. This is a required field if Funding Source equals Y.

**Zip:** The maximum size for this field is 5 characters. This is a required field if Funding Source equals Y.

**Zip +4:** The maximum size for this field is 4 characters. This is a required field if Funding Source equals Y.

**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.

**Bank Account Type:** The maximum size for this field is 1 character. This field is required if payment method E is used. The bank account type field in your record can be any one of the following **bank account type codes**:

C = Checking

S = Savings.

**Bank Routing Number:** The maximum size for this field is 9 characters. This field is required if payment method E is used.

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**Bank Account Number:** The maximum size for this field is 18 characters. This field is required if payment method E is used.

**\*FOR ALL DOLLAR FIELDS:** You must include dollars and cents (including the decimal) Do not enter alpha characters or symbols of any kind.