

## My Alabama Taxes (MAT) – Bulk Filing Instructions State Sellers 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, 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 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 the .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 Sellers Use

Field (Column)	Field Name	Max Length	Data Type	Max Decimals	Format
1 (A)	Account Number	14	Text		
2 (B)	Filing Period End Date	8	Text		CCYYMMDD
3 (C)	Gross Amount FARM-MFG		Currency	2	###
4 (D)	Gross Amount AUTO		Currency	2	###
5 (E)	Gross Amount OTHER		Currency	2	###
6 (F)	Gross Amount GROC ( <i>Filler Field for tax periods prior to 9/1/2023</i> )		Currency	2	###
7 (G)	Filler Field		Currency	2	###
8 (H)	Filler Field		Currency	2	###
9 (I)	Deduction Amount FARM-MFG		Currency	2	###
10 (J)	Deduction Amount AUTO		Currency	2	###
11 (K)	Deduction Amount OTHER		Currency	2	###
12 (L)	Deduction Amount GROC ( <i>Filler Field for tax periods prior to 9/1/2023</i> )		Currency	2	###

MAT – Bulk Filing – State Sellers Use Tax

<b>13 (M)</b>	Filler Field		Currency	2	###
<b>14 (N)</b>	Filler Field		Currency	2	###
<b>15 (O)</b>	Over Collected Amount		Currency	2	###
<b>16 (P)</b>	Credit Claimed		Currency	2	###
<b>17 (Q)</b>	Payment Method	1	Text		
<b>18 (R)</b>	EFT Payment Date	8	Text		CCYYMMDD
<b>19 (S)</b>	EFT Bank Account Type	1	Text		
<b>20 (T)</b>	EFT Bank Routing Number	9	Text		
<b>21 (U)</b>	EFT Bank Acct Number	18	Text		

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

**Account Number:** The maximum size for this field is 14 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.

**Filing 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**.

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

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

**Over Collected Amount\*:** The maximum size for this field is 13 characters. Use this field to report amounts of tax over-collected pursuant to Sections 40-23-61 & 63, Code of Alabama 1975.

**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 exceed the sum of Amount of Tax and Amounts Over-collected. Valid excess credit can be claimed on subsequent returns.

**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 a Check

**E** = EFT Debit

**V** = EFT Credit (This payment method requires prior approval.)

**Z** = Zero Tax Due

**X** = E-File without payment

**EFT Payment Date:** 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

## MAT – Bulk Filing – State Sellers Use Tax

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.

**EFT 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 **EFT bank account type codes:**

**C** = Checking

**S** = Savings.

**EFT Bank Routing Number:** This field must be 9 characters. It is required if payment method E is used. If the routing number starts with zero, the zero must be included. To keep Excel from removing leading zeros, the number can be preceded with an apostrophe ('001234567) prior to saving.

**EFT Bank Acct Number:** The maximum size for this field is 18 characters. This field is required if payment method E is used. If the account number starts with zero, the zero must be included. To keep Excel from removing leading zeros, the number can be preceded with an apostrophe ('00123456) prior to saving.

**\*FOR ALL DOLLAR FIELDS:** All values must be positive (no negative amounts). Include the decimal point when entering dollars and cents (for example: 100.50). Do not enter alpha characters, commas, or symbols of any kind.