

# Managing Your Banking Information for Local Sales, Use, Rental, Lodgings, and Simplified Sellers Use Tax Distributions with the Alabama Department of Revenue

The Alabama Department of Revenue (ALDOR) is working with the Department of Finance to perform a system upgrade for local sales, use, rental, lodgings, and simplified sellers use tax distributions that ALDOR processes. There are a few key differences we want to prepare you for.

ALDOR will no longer manage the changes to banking information for each local government. The State of Alabama's Accounting and Resource System (STAARS) will be the one system of record for those addresses and their EFT banking information going forward. The STAARS system utilizes a Vendor Self Service portal (called VSS) that will enable each local government to log in and maintain their own EFT banking information on the payment addresses used for local sales, use, rental, lodgings, and simplified sellers use tax distributions.

## How to access the VSS portal:

Visit <https://procurement.staars.alabama.gov> to register, activate, or log in to a STAARS VSS Account.

For those who already have a VSS account, you can log in and access your VSS account as you have before.

If you are not sure that you have a VSS account or know that you do not have a VSS account and need to activate one for your location, please reach out to the Financial Systems Support group at [financialsystems@comptroller.alabama.gov](mailto:financialsystems@comptroller.alabama.gov). For security purposes, be prepared to provide supporting information that you are an authorized representative of your organization. Required information may include a W9, a letter from your organization on official letterhead that identifies you as an authorized contact, and a voided check for making EFT banking changes. Email the supporting information to [vendors@comptroller.alabama.gov](mailto:vendors@comptroller.alabama.gov) and include the vendor code in the email. If your EFT banking data requires no changes, the voided check is not needed.

## How to view your payment address(es) for Local Sales, Use, Rental, Lodgings and Simplified Sellers Use Tax Distributions:

Once you are logged in to the VSS account, your payment address(es) can be found in the “Addresses & Contacts” section of the account.

The screenshot shows the STAARS VSS account interface. At the top, there is a navigation bar with links to [alabama.gov](#), [Division of Procurement](#), [Comptroller's Office](#), [How to Use VSS](#), and [FAQ](#). Below this, there is a sidebar with the STAARS logo and a welcome message. The main content area has a tabbed interface with tabs for **Account Information**, **Financial Transactions**, **Business Opportunities**, and **Solicitation Responses**. Under the **Account Information** tab, there are sub-tabs: **Summary**, **Business Info**, **Addresses & Contacts** (highlighted with a red box), **Users**, **Commodities**, **Business Types**, and **Attachments**. A red arrow points from the **Addresses & Contacts** sub-tab to the main content area. The main content area displays the **Account Summary** page, which includes a welcome message, a summary of account information, and sections for **Announcements**, **Primary Account Administrator**, and **Account Information**.

On the Addresses & Contacts page, the first section shows you all existing addresses that are on file for your account. The local sales, use, rental, lodgings, and simplified sellers use tax distributions use an address ID starting with “CW.” These addresses are the ones you can use to verify and modify banking information for local sales, use, rental, lodgings, and simplified sellers use tax distributions.

**IMPORTANT:** After updating VSS, a voided check or bank letter is required supporting information for making EFT banking changes. Email the supporting information to [vendors@comptroller.alabama.gov](mailto:vendors@comptroller.alabama.gov) and include the vendor code in the email.

## View / Modify Banking Information:

To view banking details of those addresses, use the “View/Update” link to jump into that record.

**STAARS** | [alabama.gov](#) | [Division of Procurement](#) | [Comptroller's Office](#) | [How to Use VSS](#) | [FAQ](#)

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#) | [L](#)

**Account Information** | **Financial Transactions** | **Business Opportunities** | **Solicitation Responses**

**Summary** | **Business Info** | **Addresses & Contacts** | **Users** | **Commodities** | **Business Types** | **Attachments**

### Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

**Existing Address & Contact Assignments**

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes		
AD0012	Payment				No	07/23/2021		<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
AD0013	Payment				No	07/23/2021		<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
AD0014	Payment				No	07/23/2021		<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
AD0017	Billing				No	09/07/2021		<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
AD0017	Payment				No	09/07/2021		<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
AD0017	Ordering				No	09/07/2021		<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
CW0001	Payment				No	07/22/2025		<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
CW0004	Payment				No	07/22/2025		<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
CW0010	Payment				No	07/22/2025		<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>
CW0011	Payment				No	07/22/2025		<input type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>

[First](#) | [Prev](#) | [Next](#) | [Last](#) | [Assign/Create Addresses & Contacts](#) | [View Pending Additions](#)

The next page shows the details of the address. The address fields are not editable on this page, but the EFT information is available for review and can be updated if necessary. This would be a good time to verify each of your CW addresses and the banking information they contain.

**STAARS** | [alabama.gov](#) | [Division of Purchasing](#) | [Comptroller's Office](#) | [Pay Subscription Fee](#) | [How to Use VSS](#) | [FAQ](#)

[Home](#)

**Account Information** | **Financial Transactions** | **Business Opportunities** | **Solicitation Responses**

**Summary** | **Business Info** | **Addresses & Contacts** | **Users** | **Commodities** | **Business Types** | **Attachments**

### General Information

Address Type :  Correspondence Type :

\*Active From : 07/22/2025 Contact English Spoken : ☒

Active To :

Default Record : ☐ Additional Address Info :

Division/Department :

### Address

Address ID : CW0011 Phone :

Street 1 :  Phone Extension :

Street 2 :  Country :

City :  DUNS :

State/Province :  Extended DUNS :

Zip/Postal Code :  CAGE Code :

### EFT Information

If you would like to use Electronic Funds Transfer to receive your payments, please complete this section. Only enter EFT Information for an address if payments for that address should be sent to a different EFT account than the one associated with the vendor account.

ABA Number :  Find Account Number :

Bank Of :  Routing ID Number :

Account Type :  EFT Status : Eligible for EFT

Remittance Advice Transmission Mode :

If changes are required, they can be made on this page. After changes are made, use the “Save” button at the top.

**STAARS** | alabama.gov | Division of Purchasing | Comptroller's Office | Pay Subscription Fee | How to Use VSS | FAQ

**Account Information** | Financial Transactions | Business Opportunities | Solicitation Responses

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## View/Update Assigned Address & Contact

Here you can let us know how long your address will be valid or provide additional information. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates.

**Save** **Delete** **Cancel**

▼ **General Information**

Address Type:  Correspondence Type:   
\*Active From: 07/22/2025  Contact English Spoken: ☒  
Active To:   
Default Record: ☐ Additional Address Info:   
Division/Department:

▼ **Address**

Address ID: CW0011 Phone:   
Street 1:  Phone Extension:   
Street 2:  Country:   
City:  DUNS:   
State/Province:  Extended DUNS:   
Zip/Postal Code:  CAGE Code:

▼ **EFT Information**

When the changes are saved, the system will navigate you back to the Addresses & Contacts page. Navigate to the address record you changed, and you will see the “Pending Changes” box is marked. This signals that a change to the account is in progress. Once approved, it will show the changes, and the checkbox will update back to unmarked again.

**STAARS** | alabama.gov | Division of Purchasing | Comptroller's Office | Pay Subscription Fee | How to Use VSS | FAQ

Home | Help | Accessible Help | Site Map | Privacy Report | Lc

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CW0011	Payment				No	07/22/2025		<input checked="" type="checkbox"/>	<a href="#">View/Update</a>	<a href="#">View Pending Changes</a>

**First** **Prev** **Next** **Last** **Assign/Create Addresses & Contacts** **View Pending Additions**

[Update Addresses](#)