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:

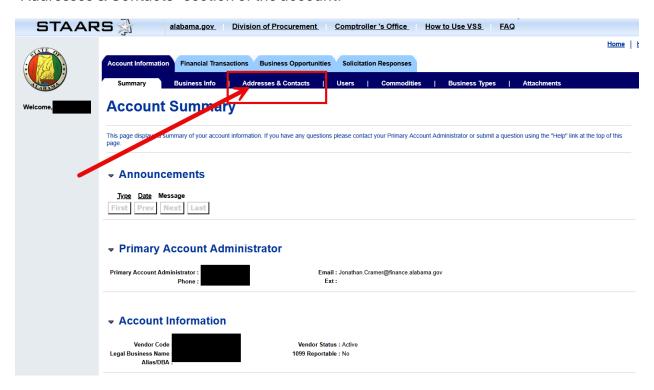
Visit https://procurement.staars.alabama.gov to register, activate, or log in to a STAARS VSS Account.

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. 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 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.

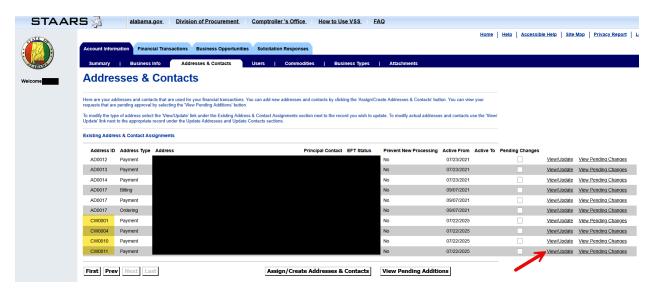


On the Addresses & Contacts page, the first section shows you all existing addresses that are on file for your account. The local sales, use, rental, lodgings, and simplified sellers use tax distributions use an address ID starting with "CW." These addresses are the ones you can use to verify and modify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

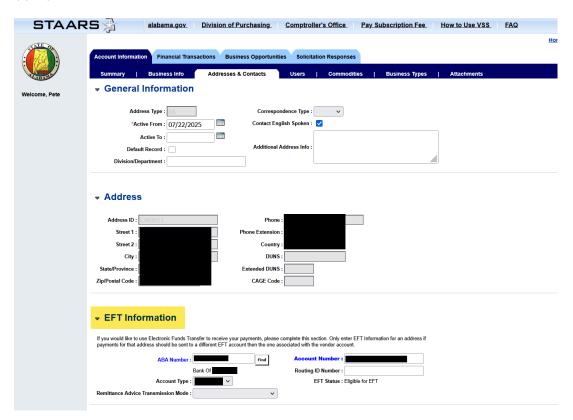
IMPORTANT: After updating VSS, a voided check or bank letter is required supporting information for making EFT banking changes. Email the supporting information to vendors@comptroller.alabama.gov and include the vendor code in the email.

View / Modify Banking Information:

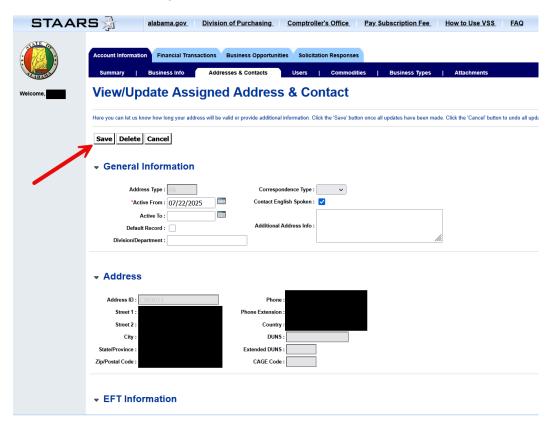
To view banking details of those addresses, use the "View/Update" link to jump into that record.



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.



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



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.

