ALABAMA DEPARTMENT OF REVENUE
Montgomery, Alabama 36132
(www.revenue.alabama.gov)

My Alabama Taxes (MAT)

https://myalabamataxes.alabama.gov

You will need to enter this information each time you log into the system:

User Name: ______________________________ Password: ______________________________

My Alabama Taxes (MAT) is the convenient and secure way to interact with the Alabama Department of Revenue (ADOR) to access a variety of online services. In MAT, you can quickly and easily file tax returns, make payments, view letters, manage your accounts, and conduct other common transactions with the Department. Log on to "My Alabama Taxes" at https://myalabamataxes.alabama.gov and sign up.

MAT allows you to sign up any tax accounts you (or your clients) have registered with the Alabama Department of Revenue (ADOR).

Follow the steps below to gain access to MAT and file your tax return. (Make sure you have access to the Internet and the proper browser version.)

Step 1

In order to sign up for MAT, you will need the following information readily available.

For Business Accounts:

- **Account Number:** Your ADOR 10-digit account number (may include some letters); this number is located on all correspondence sent from the Alabama Department of Revenue
- **Sign-On ID:** This ID was assigned when the account was originally registered with ADOR
- **Access Code:** This code was assigned when the account was originally registered with ADOR
- **Valid E-mail Address:** This is required in order to receive confirmation e-mails and authentication code messages

How do I sign up?

1. Go to https://myalabamataxes.alabama.gov and click the **Sign Up** button.

Validate Account

2. In order to verify your identity, you will need to provide information about one of your accounts. Select an **Account Type** from the drop-down menu.
3. Provide the required account information in the fields that are displayed.
4. Click the **Validate** button to validate your account information. If the information you provided is validated, you will see an **Account Validated!** message. If your information is not validated, please make sure you have chosen the correct tax type.
5. Click the **Next** button near the top of the window.

Select Username

6. Create and enter a **Username**. (***Note:*** *The username can be 30 characters or less in length and spaces are allowed. The username is not case sensitive.)*
7. Create and enter a password in the **New Password** field. Retype the password in the **Confirm Password** field. (***Note:*** *The password must be 8-16 characters in length and must contain at least one number and one letter. The password is case sensitive.)*
8. Click the blue arrow in the **Secret Question** field to select a secret question. (This question will be used to verify your identity in the event you need to retrieve a forgotten password.)
9. Enter your answer to the secret question in the **Secret Answer** field.
10. Enter your User Name and Password above for your records.
11. Click the **Next** button.

Contact Information

12. Enter your name in the **Your Full Name** field.
13. Enter your e-mail address in the **E-mail** field and retype it in the **Confirm E-mail** field.
14. Enter your telephone number in the **Contact Phone** field.
15. If applicable, enter an alternate telephone number in the **Alternate Phone** field.
16. Choose the method by which you would like to receive your authentication code.
17. Click the **Next** button.

Set Third Party Access

18. If you want to allow designated third parties (for example, your tax preparer or accountant) to be able to set up access to your account through MAT, select **Yes** in the **Would you like to enable others to access your accounts?** field. If you do not want to allow third-party access, select **No**.
19. If you elect to allow third-party access, enter and confirm a password for the third party. The third party will use this password to confirm that they are authorized to set up logons for your account.

Note: *The third party password should NOT be the same as your user logon password.*

Submit Registration

20. Click the **Submit Registration** button near the bottom of the window. A confirmation message window is displayed.

21. Click the **Print Confirmation** button if you would like to print a copy of the confirmation; click **OK** to close the confirmation window.

22. You have finished signing up for MAT, your authentication code will be e-mailed or texted to you. You will use your authentication code to login for the first time. After your initial login, you will not need the authentication code. However, if you reset your password or use a different computer, device or browser, a new authentication code will be needed. The new code will be e-mailed or texted to you when you reset your password or use a different computer, device or browser.

Step 2

How do I log on?

1. In the **Welcome Back!** section, enter your username and password into the appropriate fields.

Note: *If this is your first time logging in, enter the authentication code in the* ***Authentication Code*** *field. You should have received your code by e-mail or text during the MAT registration process.*

2. Click the **Sign In** button.

Step 3

How do I add access to another tax account?

1. On the home page of your MAT account, click on the **Add Access to Another Account** hyperlink.

2. Select the **Account Type**.

3. Provide the account number, sign on id, and access code in the required fields.

4. Click the **Validate** button to validate your account information. If the information you provided is validated, you will see an **Account Validated!** message. If your information is not validated, please make sure you have chosen the correct tax type.

5. Click the **Submit** button. A confirmation message window is displayed.

Step 4

How do I file a return?

1. On the **Accounts** tab, view the **My Accounts** sub-tab.

2. Click the Account ID hyperlink for the account you want to file a return for.

3. On the **Periods** tab, view the **Requires Attention** sub-tab.

4. Click the **File Now** or **Return List** hyperlink for the period on which you want to file a return. (If you click **Return List**, then select the return you want to file.)

Note: *If you do not see the* ***File Now*** *or* ***Return List*** *hyperlink, either you do not have access to file returns on that account or a return has already been filed for that period.*

5. Complete the appropriate fields, as necessary.

Note that for many returns, you may also see a list of forms or schedules across the top of the return. Click the form or schedule name to complete the information for that form or schedule. The information for the form or schedule is often transferred to a summary line on the main view of the return.

If a line item name is displayed as a blue hyperlink, you can click that hyperlink to jump directly to the form or schedule that supports the figure in that field.

6. When you have completed the fields on the return, you can proceed by performing any of the following:

   - Click the **Submit** button to file the return. (You will be required to re-enter your password and click the **Yes** button to submit the return.) An information window will tell you that your return has been submitted and the return will post to your account after your request is processed. Depending on what type of return you are filing, you will have different options regarding how to proceed from this window. You can choose to *make a payment, close the window without making a payment, print the confirmation, or print the return.* The buttons at the bottom of the window will display the options allowed for your specific return.

   - Click the **Save and Finish Later** button to save the changes you made, but *not* submit the return request. (This requires you to finish your changes at a later time and submit the changes in order for the return to be posted.) You will be prompted to confirm your action by clicking a **Yes** button. A message is displayed confirming that your return has been saved. Click **OK**. To retrieve your return, click the **Requests** tab and then the **Being Edited** sub-tab. The saved return will have a status of Stored.

   - Click the **Cancel** button to close this window *without saving any of your changes.*