

**Importing Local Tax
Information
in
My Alabama Taxes**

For taxpayers that have many localities to report tax, the import process simplifies the filing of the local tax return.

- **Download the approved import template provided on the site. Input your tax information and then import the file into MAT.**
- **You may also want to check with your financial software company to see if you can export the tax information in the approved template format for easier and faster export and import of the data.**



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

New on MAT! File your 2012 Alabama Individual Income Tax return for **FREE**. [Click here to find out more.](#)

My Alabama Taxes (MAT) is the convenient and secure way to interact with the Alabama Department of Revenue 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.

Welcome Back!

Username

Password

[Sign In](#)

[Forgot Password/Locked Out?](#)

First Time MAT Users - Sign Up Here!

Need a MAT username and password?

Click the Sign Up button if you already have one or more tax accounts with the Alabama Department of Revenue, and want to log into My Alabama Taxes to access them

[Sign Up](#)

- [Home](#)
- [Back](#)
- [Help](#)

I want to...

- [Check on My Refund Status](#)
- [Obtain a New Tax Account #](#)
- [Pay a Bill I've Received](#)
- [Verify an Exempt Sales Account](#)
- [View/Upload a Report](#)



1. Sign in to My Alabama Taxes (MAT).



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

Log Off

[Home](#)
[Back](#)
[Help](#)

[View/Edit MAT Profile](#)
[Add Access to Another Account](#)
[Obtain a New Tax Account #](#)

Names and Addresses

Federal Employer ID # Legal Name
Balance \$0.00 Location Address [Edit](#)
Mailing Address [Add](#)

ACCOUNTS⁵ REQUESTS³ MESSAGES⁰ LETTERS

MY ACCOUNTS⁵

My Accounts [Hide History](#) [Filter](#)

Id	Account Type	Name	Frequency	Address	Balance
BIT- <input type="text"/>	Business Inc	<input type="text"/>	Annual	<input type="text"/>	0.00
BPT- <input type="text"/>	Business Prv	<input type="text"/>	Annual	<input type="text"/>	0.00
LCL- <input type="text"/>	Local Tax	<input type="text"/>	Monthly	<input type="text"/>	0.00
SLS- <input type="text"/>	Sales Tax	<input type="text"/>	Monthly	<input type="text"/>	0.00
WTH- <input type="text"/>	Withholding	<input type="text"/>		<input type="text"/>	0.00

The balances shown reflect only the accounts and filing periods shown in MAT and may not reflect your overall balance with the Alabama Department of Revenue.

2. Click the **Id** hyperlink for the Local Tax account.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

Log Off

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Local Tax

RITS Id LCL

Filing Frequency Monthly

Payment Source Setup

Balance 0.00

Pending Payments + Returns 4,898.67

Effective Balance 4,898.67

Names and Addresses

Legal Name

Location Address [Edit](#)

Mailing Address [Add](#)

PERIODS **REQUESTS³** **MESSAGES⁰** **LETTERS**

ALL PERIODS **REQUIRES ATTENTION¹⁷**

Periods from 01-Jan-2010

[Change Date](#) [Filter](#)

Period	Status		Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-May-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Apr-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Mar-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
28-Feb-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Jan-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Dec-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Nov-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Oct-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Sep-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Aug-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Jul-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Jun-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-May-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
30-Apr-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
31-Mar-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed
29-Feb-2012	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Return Not Filed

The balances shown reflect only the accounts and filing periods shown in MAT and may not reflect your overall balance with the Alabama Department of Revenue.



3. Select the **File Now** hyperlink for a period to file a Local Tax return.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

Log Off

30-Jun-2013 Local Tax Return

- Home
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Request Information

Username

Federal Employer ID #

Local Tax

Name

Period 30-Jun-2013

Due Date: 22-Jul-2013

Remit Due Date: 22-Jul-2013 4:00pm CT

Filing Instructions:

Click the 'Return Table' button to begin entering your tax information

-OR-

Click the 'Import' button to upload a file containing your tax information

[Download Import Template](#)

[Return Table](#)

[Previous](#)

[Return Table](#)

[Next](#)

[Import](#)

[Save and finish later](#)



- Click on the Download Import Template link to get the most current file template for imports.
- Click on the **Return Table** button to upload data to the Local Tax return.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

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Import Download Import Template

Step 1: Enter each record in the table below.

Step 2: After all information has been entered, click 'OK' and then 'Next' to review the totals on the Overview tab.

Note: When filing county taxes, municipal taxes may also be due. [View municipal listings by county](#)

There must be at least one locality filed to continue

No Rows	
Filter	
Non-State Administered	<input type="checkbox"/>
Locality	
Code	
Tax Type	
Rate Type	
One-Time	
Jurisdiction Account	
Gross Amount	
Deductions	
Taxable Amt	

Select a file to import:

Choose File No file chosen

No file chosen

Import **Cancel**

6. Click on the Import button.

7. Click the **Choose File** button to select a file to import.

Note: Files must be uploaded from an approved template. Click the **Download Import Templates** hyperlink for a copy of an approved template.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

Log Off

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Import Download Import Template

Step 1: Enter each record in the table below.

Step 2: After all information has been entered, click 'OK' and then 'Next' to review the totals on the Overview tab.

Note: When filing county taxes, municipal taxes may also be due. [View municipal listings by county](#)

There must be at least one locality filed to continue

No Rows	
Filter	
Non-State Administered	<input type="checkbox"/>
Locality	
Code	
Tax Type	
Rate Type	
One-Time	
Jurisdiction Account	
Gross Amount	
Deductions	
Taxable Amt	

Select a file to import:

Choose File Local Tax Upload Template.xls

Import **Cancel**

8. Import the file. This can take several seconds depending on the size of the file.

Import

Download Import Template

Step 1: Enter each record in the table below.

Step 2: After all information has been entered, click 'OK' and then 'Next' to review the totals on the Overview tab.

Note: When filing county taxes, municipal taxes may also be due. [View municipal listings by county](#)

1 - 2 of 2

Non-State Administered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality	BUTLER COUNTY	ALLGOOD	
Code	7007	9709	
Tax Type	Consumers Use	Sales Tax PJ	
Rate Type	General	Automotive Vehicles	
One-Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jurisdiction Account			
Gross Amount	0.00	0.00	
Deductions	0.00	0.00	
Taxable Amt	0.00	0.00	
Tax Rate	1.5000	0.2500	
Gross Tax	0.00	0.00	
	Copy Record	Copy Record	
	Delete this Record	Delete this Record	

OK

Cancel

9. The data from the file will populate the return.
10. ACH EFT Debit Filers will proceed from this page to input their payment information and submit the return and payment.
11. ACH Credit Filers will proceed from this page to submit their return and then process their payment through their financial institution.