

Instructions for Completing the Sales for Resale Report

The Sales for Resale Report must be electronically filed via My Alabama Taxes (MAT). MAT can be accessed at <https://myalabamataxes.alabama.gov>. The report may be completed two ways, by keying data directly into the MAT screen or by using a template to import data into the MAT screen.

A. If manually keying data directly into the MAT screen:

1. Key appropriate information under each column.
2. As you begin keying on the first line, another line will appear for which to key data.
3. Continue keying until all lines of data have been manually keyed.
4. Some fields are required fields and are yellow. These fields must contain the appropriate data before the report can be submitted.
5. Once any errors or required fields have been fixed, click the Submit button
6. Enter your password and click Yes.
7. A confirmation page will appear if the report was successfully submitted.

B. If using the template:

1. Access the template from <http://revenue.alabama.gov/tobaccotax/TobaccoMATtemplates.cfm> and Save it as an Excel spreadsheet using extension .xls or .xlsx.
2. Copy the data from your system into the newly saved template.
3. The fields of data from your system must exactly match the fields in the template for it to import correctly.
4. There are 9 tables or tabs in the template. The first Detail table holds 32,040 lines of data and the 8 Overflow tables hold 32,047 lines of data.

Each table must be completely filled prior to using another table and the tables must be used in consecutive order for the data to be submitted correctly.

After accessing MAT, please do the following:

1. From the Account Id listing, click on the **STP** account link.
2. Click on the "Return List" link for the month or period in which you are filing.
3. Click the "File Now" link next to Tobacco Sales for Resale.
4. Now it's time to import the completed template. Click the "Import" button and your browser will open to select your previously saved template. (See item B1 above.) Click Browse and choose the template's file name. Click the "Import" button.
5. Verify that the template imports correctly and that there are no errors. The report cannot be submitted if it contains errors. An error is in a table if there is a "red" circle in front of the table name. Go to each table to fix any errors.
6. Once any errors have been corrected, click the Submit button.
7. Enter your password and click Yes.
8. A confirmation page will appear if the report was successfully submitted.

Notes:

- Description Column: A detailed description (Marlboro Cigarettes, Grizzly Wintergreen, 1.2 oz., long cut, Deans Pipe Cool Blend 8 oz., Clint's Cigars – 50 Ct, Redman Chew 24 x 3 oz. pouches, etc.) of the product must be included in the description column; otherwise, an error will generate in MAT. *This is a required field.*
- The maximum number of rows that can be imported on the template's Detail table is 32,040. If you have data that exceeds this number of rows, the template also includes eight additional overflow tables (Detail Overflow 1, Detail Overflow 2, Detail Overflow 3, Detail Overflow 4, Detail Overflow 5, Detail Overflow 6, Detail Overflow 7 and Detail Overflow 8.) Please use these overflow tables to include sales which exceed the above limit. The tables must be used in consecutive order for the data to be submitted correctly. Each table must be completely filled prior to using another table.

Please contact the Tobacco Tax Section at 334-242-9627 if you have any questions.

