
From: ADOR Taxpayer Service
Sent: Wednesday, June 17, 2015 5:50 PM
Subject: MAT News & Info: Payment Warehousing & Save and Finish Later

This e-mail is to provide you with information you may not be aware of about filing local tax returns in MAT.

Payment Warehousing

Returns can be timely filed between the first day of the month and 4:00 PM on the due date. Filing a return prior to the due date does not require a payment processing on the date of filing. You can warehouse the payment to a later date, but not past the due date. Planning to file early and warehouse the payment to a later date will provide time to resolve any issues (forgotten login, computer/internet issues, etc.) before the due date and avoid late penalties and interest.

To warehouse a payment click on the payment date field and enter the date you want the Department to request the payment from your bank.

A pending payment will not be shown on the MAT Period screen, until it has been received from the bank – after the warehoused date. You can view your pending and completed payment information through the REQUESTS tab.

Save and Finish Later

Should you need to interrupt the filing process, you can save the data you have already entered by clicking the “Save and Finish Later” button. It is important to remember that “Save and Finish Later” stores your return but does not file it. You must finish the filing process in order for the return to be submitted.

To finish or cancel a stored return, click the VIEW REQUEST link and then click either the “Finish Now” or “Cancel Request” tab at the top area of the page.