



**JULIE P. MAGEE**  
Commissioner

# State of Alabama Department of Revenue

(www.revenue.alabama.gov)  
50 North Ripley Street  
Montgomery, Alabama 36132

January 24, 2014

**MICHAEL E. MASON**  
Assistant Commissioner

**JOE W. GARRETT, JR.**  
Deputy Commissioner

**CURTIS E. STEWART**  
Deputy Commissioner

## **MEMORANDUM**

2014-04

**TO:** License Plate Issuing Officials  
**FROM:** Jay Starling, Assistant Director  
Motor Vehicle Division  
**SUBJECT:** County Reports

Counties may begin utilizing the Department of Revenue, Motor Vehicle Division Secure File Transfer Protocol (SFTP) site to upload monthly reports that are provided to the State Comptroller and the State Department of Transportation. Uploading the reports to the SFTP site eliminates the cost to print and mail the detailed reports each month. However, counties should continue to mail the Summary Statement (FRMS 5 or 5-A) and check or deposit slip to the Comptroller's Office.

Folders named "Comptroller" and "ALDOT" are available on the SFTP site. The monthly reports should be converted to a PDF format prior to uploading them to the SFTP site and the reports should be labeled using the following file naming convention:

**COUNTY\_REPORTNAME\_MMYR\_REPORTTYPE (ex. STCLAIR\_TAG\_1014\_A)**

**Where COUNTY = COUNTY NAME**

**\*Where REPORTNAME = TAG, ALDOT or OCCUPATIONAL**

**Where MMYR = month and year**

**Where REPORTTYPE = 'A' for detailed report or 'B' for summary report (leave blank if not applicable)**

\*Note: only the monthly tag, ALDOT and occupational license reports may be submitted using the SFTP site. The Examiners of Public Accounts have no objections to this process as long as the county licensing official maintains auditable records.

Please contact the Motor Vehicle Division at (334) 242-9006 or [tags@revenue.alabama.gov](mailto:tags@revenue.alabama.gov) if you have any questions regarding this matter.

**Cc:** Brenda Coone, Department of Revenue  
Karen Delong, Department of Transportation  
Peytie Bowen, Comptroller's Office  
James Hall, Examiners of Public Accounts