

# My Alabama Taxes (MAT) – Bulk Filing Instructions

## MAT Bulk File Upload Steps:

1. Logon to the My Alabama Taxes (MAT) site and select your “Agent” account. If you do not have an Agent account you can apply for one by completing and submitting the Bulk Filer application: <https://revenue.alabama.gov/wp-content/uploads/2017/05/bf1.pdf>.

**My Alabama Taxes** Settings Log Off

My Alabama Taxes

Logon: J Demo, jdemo@bulkfile.com, Last logged on 12-Jun-2019

Alerts: There are no alerts

I Want To: Manage payments and returns, Obtain a new tax account, Add access to an existing tax account, Provide user feedback, Ask a question

Individuals and Businesses **Accounts** Correspondence

Accounts View Accounts

Filter			
Agent	AGT-R010509120	BULK FILE DEMO CO	\$0.00

2. Select “Upload a bulk file”

**My Alabama Taxes** Settings Log Off

My Alabama Taxes > Confirm Access > Agent

Account: BULK FILE DEMO CO, \*\*\*5555

Agent: AGT-R010509120, Balance: \$0.00

Account Alerts: There are no alerts

I Want To: Manage payments and returns, **Upload a bulk file**, Provide user feedback, Ask a question

3. Select the Account Type to be uploaded

**My Alabama Taxes**

[MyAlabama Taxes](#) > [Confirm Access](#) > [Agent](#) > [Account \(](#)

Select a File Type to Upload

- A1/A6 Bulk Return File
- A3/W2 Bulk Return File
- Consumer Use File
- Fiduciary Bulk Payment
- Sales Tax File
- Simp Sellers Use File

4. Click the “Add” button.

**My Alabama Taxes**

[My Alabama Taxes](#) > [Confirm Access](#) > [Agent](#) > [Account](#) > [Bulk Simplified Sellers Use Upload](#)

1. Bulk Simplified Sellers Use Upload | 2. Review

Please attach your bulk upload and click Next.

Attachments **Add**

Type	Name	Description	Size	

**Cancel**

## MAT – Bulk Filing

5. A window will open that will allow you to browse for and select the file to upload. Enter a description then click the Choose File button to select the file to be uploaded. Once the file is selected click “Save”. Each account type has its own file layout. The file selected must correspond to the account type selected in step 3.

**My Alabama Taxes**

My Alabama Taxes > Confirm Access > Agent > Account > Bulk Simplified Sellers Use Upload

1. Bulk Simplified Sellers Use Upload 2. Review

Please attach your bulk upload and click Next.

Attachments Add

Type

**Select a file to attach** [X]

Type Bulk Simp Sellers Use Upload

Description

Choose File No file chosen **Required**

Save Cancel

Cancel

# MAT – Bulk Filing

- 6. The file will be imported and checked for errors. If an error is found in the file, a link will be provided that will provide information about the error. The errors will need to be corrected in the import file. Once the errors are corrected, clicking the “Reset” button will clear out the previous data and the corrected file can be imported.

**My Alabama Taxes** Settings Log Off

[My Alabama Taxes](#) > [Confirm Access](#) > [Agent](#) > [Account](#) > [Bulk Simplified Sellers Use Upload](#)

1. Bulk Simplified Sellers Use Upload | 2. Review

Please attach your bulk upload and click Next.

Attachments Add

Type	Name	Description	Size	
Bulk Simp Sellers Us...	SSU_Bulk-20190610.csv	May2019	0	<a href="#">Remove</a>

Cancel < Previous **Next >**

Any errors will be identified on the next page. (Correct the errors in your file; then click the Previous button; click the “Remove” link; and then click the “Add” button to upload your corrected file.)

**My Alabama Taxes** Settings Log Off

[My Alabama Taxes](#) > [Confirm Access](#) > [Agent](#) > [Account](#) > [Bulk Simplified Sellers Use Upload](#)

1. Bulk Simplified Sellers Use Upload | 2. Review

Please review this summary of your bulk upload. Click Submit when you are ready to proceed.

Line	Message
1	<b>ERROR:</b> payment date is in the past (field 16)
2	R010422107   return for 5/31/2019   amount due: \$15,499.55   paying by EFT (JPMORGAN CHASE)
3	R010422108   return for 4/30/2019   amount due: \$23,834.40   paying by EFT (BBVA COMPASS BANK)
4	R010422108   return for 5/31/2019   amount due: \$15,499.55   paying by EFT (BBVA COMPASS BANK)
5	<b>ERROR:</b> late payment cannot be post-dated (field 16)

5 Rows

Cancel < Previous Submit

## MAT – Bulk Filing

- Once the file is accepted with no errors, click “Submit” to complete the file upload.

**My Alabama Taxes** Settings Log Off

My Alabama Taxes > Confirm Access > Agent > Account > Bulk Simplified Sellers Use Upload

1. Bulk Simplified Sellers Use Upload 2. Review

Please review this summary of your bulk upload. Click Submit when you are ready to proceed.

Line	Message
1	R010422107   return for 4/30/2019   amount due: \$19,037.88   paying by EFT (JPMORGAN CHASE)
2	R010422107   return for 5/31/2019   amount due: \$15,499.55   paying by EFT (JPMORGAN CHASE)
3	R010422108   return for 4/30/2019   amount due: \$23,834.40   paying by EFT (BBVA COMPASS BANK)
4	R010422108   return for 5/31/2019   amount due: \$15,499.55   paying by EFT (BBVA COMPASS BANK)
5	R010439351   return for 5/31/2019   amount due: \$15,499.55   paying by EFT (REGIONS BANK)

5 Rows

Cancel Previous **Submit**

- The Confirmation screen will appear providing the opportunity to print the confirmation.

**My Alabama Taxes** Settings Log Off

My Alabama Taxes > Confirm Access > Agent > Account > Bulk Simplified Sellers Use Upload > Confirmation

**Confirmation**

**Thank you!**

Your return has been submitted.

The return will be posted to your account after your request is processed.

Your request number is 1-904-948-032. If you have any difficulties, or you would like some help then please contact us at [Alabama Department of Revenue](#) website.

OK Print Confirmation

# MAT – Bulk Filing

9. View your filing history via your Agent account. Click on “Submissions” and bulk file submissions will always show under the “Processed” column. Click the “View Submissions” button to see more detail to utilize a search by date of submission.

The screenshot displays the 'My Alabama Taxes' Agent account interface. At the top, there is a dark blue header with the text 'My Alabama Taxes' on the left and 'Settings' and 'Log Off' on the right. Below the header, a breadcrumb trail shows 'My Alabama Taxes' followed by 'Agent', which is circled in red. The main content area is divided into three columns: 'Account', 'Account Alerts', and 'I Want To'. The 'Account' column shows 'BULK FILE DEMO CO' with a masked ID, 'Agent' with ID 'AGT-R010509120', and a 'Balance: \$0.00'. The 'Account Alerts' column shows 'There is 1 unread message'. The 'I Want To' column lists actions like 'Manage payments and returns', 'Make a billing payment', 'Upload a bulk file', 'Provide user feedback', and 'Ask a question'. Below this is a dark blue navigation bar with tabs: 'Period', 'Submissions' (circled in red), 'Correspondence', 'Names and Addresses', and 'Logons'. Underneath, there are three sections: 'Draft Submissions' (None need attention), 'Submitted' (None have been submitted), and 'Processed' (Bulk Simplified Sellers Use Upload). The 'View Submissions' button in the 'Processed' section is circled in red.