

## My Alabama Taxes (MAT) – Bulk Filing Instructions State Sales Tax

### Instructions for Third Party / Bulk Filing Multiple Tax Returns for Clients

To receive Third Party/Bulk Filing Status, you must submit the [Third Party/Bulk Filing Application](#). Once approved, you will receive an “Agent” account that you can use to sign on to the MAT system. With an Agent account, and your client’s approval, you will be able to file returns and submit payments on your client’s behalf using a single login. There are two options for filing and paying returns using your MAT login. You can enter the information on the return form on each of your client’s accounts or you can create text files, by tax type, that contain your client’s return and payment information for uploading to the system.

**The Return Form Method:** Before you can enter your clients return information using the tax return form your client must first set their account to allow [third party logons](#). Then you must [add your client’s account](#) to your Account List by logging on to MAT and clicking the “Add Access to Another Account” link on the left side of the Home screen. Then you will need to enter your client’s tax account number, E-file Sign on ID, E-file Access Code and the third party password that your client created when setting their MAT profile to allow third party logons. Once the account is added you can access it by clicking the account number link on the accounts list.

**The Bulk Upload Method:** The Bulk Upload method allows you to create a comma delimited text file for each tax type that contains your clients return and payment information to upload to the system. These files can be created using a spreadsheet program (i.e., Excel) and saved as a comma delimited text file with either a .txt or .csv file extension. A separate file is required for each tax type using the following layouts. **Note: If a header row is used during the creation of the file it should be removed prior to uploading since the system will begin importing with the first row of the file. Since commas are used to separate the fields, commas cannot be used within the data, e.g. enter “1000.00” not “1,000.00”.**

#### State Sales

Column	Field Name	Length	Data Type	Max Decimals	Format
1	Account Number	10	Text		
2	Period End	8	Text		CCYYMMDD
3	Filler Field	1	Text		
4	Tax Type	2	Text		
5	Gross Amount FARM-MFG		Currency	2	###
6	Gross Amount AUTO		Currency	2	###
7	Gross Amount MACH-VEND		Currency	2	###
8	Gross Amount CONS.VAPOR		Currency	2	###
9	Gross Amount OTHER		Currency	2	###
10	Deduction Amount FARM-MFG		Currency	2	###
11	Deduction Amount AUTO		Currency	2	###
12	Deduction Amount MACH-VEND		Currency	2	###
13	Deduction Amount CONS.VAPOR		Currency	2	###

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14	Deduction Amount OTHER		Currency	2	###
15	Number of Auto		Number	0	#
16	Filler Field		Currency	2	###
17	Estimated Prior Month		Currency	2	###
18	Estimated Current Month		Currency	2	###
19	Over Collected Amount		Currency	2	###
20	Credit Claimed Amount		Currency	2	###
21	Payment Method	1	Text		
22	Funding Source	1	Text		
23	Address	35	Text		
24	City	33	Text		
25	State	2	Text		
26	Zip Code	5	Text		
27	Zip Plus 4	4	Text		
28	Payment Date	8	Text		
29	Bank Acct Type	1	Text		
30	Bank Routing Number	9	Text		
31	Bank Acct Number	18	Text		

**THE STATE SALES FILE SHOULD CONTAIN THE FOLLOWING FIELDS OF DATA FOR EACH RECORD IN YOUR FILE:**

**Account Number:** The maximum size for this field is 10 characters. Please note that if your account number has a space, the space must be included in the field. **NOTE:** Your file must contain valid, active account numbers.

**Period End:** The maximum size for this field is 8 characters. The period end field in your record should be in the format of CCYYMMDD.

**Filler Field:** The maximum size for this field is 1 character.

**Tax Type:** The maximum size for this field is 2 characters. The tax type field in your record can be any one of the following **tax type codes:**

SS = State Sales

SE = State Sales with Estimate.

**Gross Amt FARM-MFG, Gross Amt AUTO, Gross Amt MACH-VEND, Gross Amt CONS.VAPOR, Gross Amt OTHER\*:** The maximum size for this field is 13 characters.

**Deductions Amt FARM-MFG, Deductions Amt AUTO, Deductions Amt MACH-VEND, Deductions CONS.VAPOR, Deductions Amt OTHER\*:** The maximum size for this field is 13 characters.

**Number of Auto:** The maximum size for this field is 4 characters. Enter the number of automotive vehicles withdrawn for use as demonstrators.

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**Estimated Prior Month\*:** The maximum size for this field is 13 characters. This is the estimated tax paid on previous month's return. NOTE: If you are not required by the ADOR to pay sales tax on an estimated basis, this field is not applicable to your return. If filing State Sales with Estimate, this field is required.

**Estimated Current Month\*:** The maximum size for this field is 13 characters. This is the estimated tax due for the current month. The estimate must equal the lesser of 2/3 of your actual liability for the same calendar month of the preceding year or 2/3 of the current month's estimated liability. **The estimate cannot be less than zero.** NOTE: If you are not required by the ADOR to pay sales tax on an estimated basis, this field is not applicable to your return. If filing State Sales with Estimate, this field is required.

**Over Collected Amount\*:** The maximum size for this field is 13 characters. Use this field to report amounts of tax over-collected pursuant to Sections 40-23-61 & 63, Code of Alabama 1975.

**Credit Claimed\*:** The maximum size for this field is 13 characters. **NOTE:** Any credit for prior overpayment must be approved in advance by the ADOR. Credit claimed should not exceed the sum of Amount of Tax and Amounts Over-collected. Valid excess credit can be claimed on subsequent returns.

**Filler Field\*:** The maximum size for this field is 13 characters.

**Payment Method:** The maximum size for this field is 1 character. The payment method field in your record can be any one of the following payment method codes:

M = Mail by check

E = EFT Debit

V = EFT Credit

Z = Zero Tax Due

N = Negative Amount Due

X = E-File without payment

**Funding Source:** The maximum size for this field is 1 character. This field pertains to whether or not an EFT payment is an International ACH Transaction (IAT). This field can be N (not IAT) or Y (IAT). This is a REQUIRED field if Payment Method is E.

**Address:** The maximum size for this field is 35 characters. This is a required field if Funding Source equal Y.

**City:** The maximum size for this field is 33 characters. This is a required field if Funding Source equal Y.

**State:** The maximum size for this field is 2 characters. This is a required field if Funding Source equal Y.

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**Zip:** The maximum size for this field is 5 characters. This is a required field if Funding Source equal Y.

**Zip +4:** The maximum size for this field is 4 characters. This is a required field if Funding Source equal Y.

**Payment Date (CCYYMMDD):** The maximum size for this field is 7 characters. The payment date field in your record should be in the format of CCYYMMDD. The Payment Date only applies to current returns filed **before** the Remit Due Date and **cannot** be a date beyond the Remit Due Date. This is a REQUIRED field if you are using payment method code E and filing current returns.

**Bank Account Type:** The maximum size for this field is 1 character. This field is required if payment method E is used. The bank account type field in your record can be any one of the following **bank account type codes**:

C = Checking

S = Savings.

**Bank Routing Number:** The maximum size for this field is 9 characters. This field is required if payment method E is used.

**Bank Account Number:** The maximum size for this field is 18 characters. This field is required if payment method E is used.

**\*FOR ALL DOLLAR FIELDS:** Do not enter alpha characters, symbols or commas (,).