

ONE SPOT Demo to Assist Taxpayers with Filing Non-State Administered (NSA) Taxes in My Alabama Taxes (MAT)

For assisting taxpayers who already file a local tax return in MAT for another locality and need to add an additional locality to the return.

1. Enter Data on Local Tax Return Table

During the demo, click the buttons or links on the page, do not scroll through the document.

NEXT

NSA Instructions for MAT Demo

Demonstration steps for taxpayer that has filed a Local Tax return in MAT:

- File Local Tax Return
 - Select the correct filing period.
 - Select “Click here to edit ONE SPOT return table” to add a locality and enter gross amount of sales for the filing period; this link must be clicked even if gross sales are **zero**. Localities may be added or deleted from the table for a subsequent filing.
 - Add Locality. Start typing locality’s name in the first empty “Locality Name” white field to obtain a condensed list. NOTE: There will always be an empty column in the return table for use in adding new localities to the return.
 - Enter all remaining required information.
 - Select “One-Time Filing” checkbox ONLY if taxpayer does not need to retain information for subsequent filings.
- Discount, Late Fees, and Interest calculations can be viewed in the “Overview” tab. If changes are required, the taxpayer must return to the “Enter Data” tab (previous screen) and select “Click here to edit ONE SPOT return table”.
- The taxpayer must confirm the payment information on the Payment screen and select “**Submit**” for return/payment to be processed. NOTE: The “Submit” button is not available in the demo.

NOTES:

- Demo is not date based. Calculations are made for discount but not P&I.
- Banking set up information shown in Demo does not carryforward to return/payment Demo.

[Click here to start Demo](#)

👤 Logon

➤ John Smith
john.smith@abcbakery.com
+1 (334) 555-5555
Last logged on 20-Aug-2018
Balance: \$0.00

🚩 Alerts

📘 There is 1 unread message

📋 I Want To

[Manage payments and returns](#)

[Obtain a new tax account](#)

~~[Add access to an existing tax account](#)~~

[Ask a question](#)

Taxpayers do NOT “Add access” to their NSA account number, they file their NSA through the State assigned Local Tax account.

[Accounts](#) [Submissions](#) [Correspondence](#) [Names and Addresses](#) [Logons](#)

📝 Accounts

[View Accounts](#)

Filter

Consumers Use Tax	Monthly	CNU-R010170848	ABC BAKERY	\$0.00
Local Tax	Monthly	LCL-R010170849	ABC BAKERY	\$0.00

The balances shown reflect only the accounts and filing periods shown in MAT and may not reflect your overall balance with the Alabama Department of Revenue.

Click

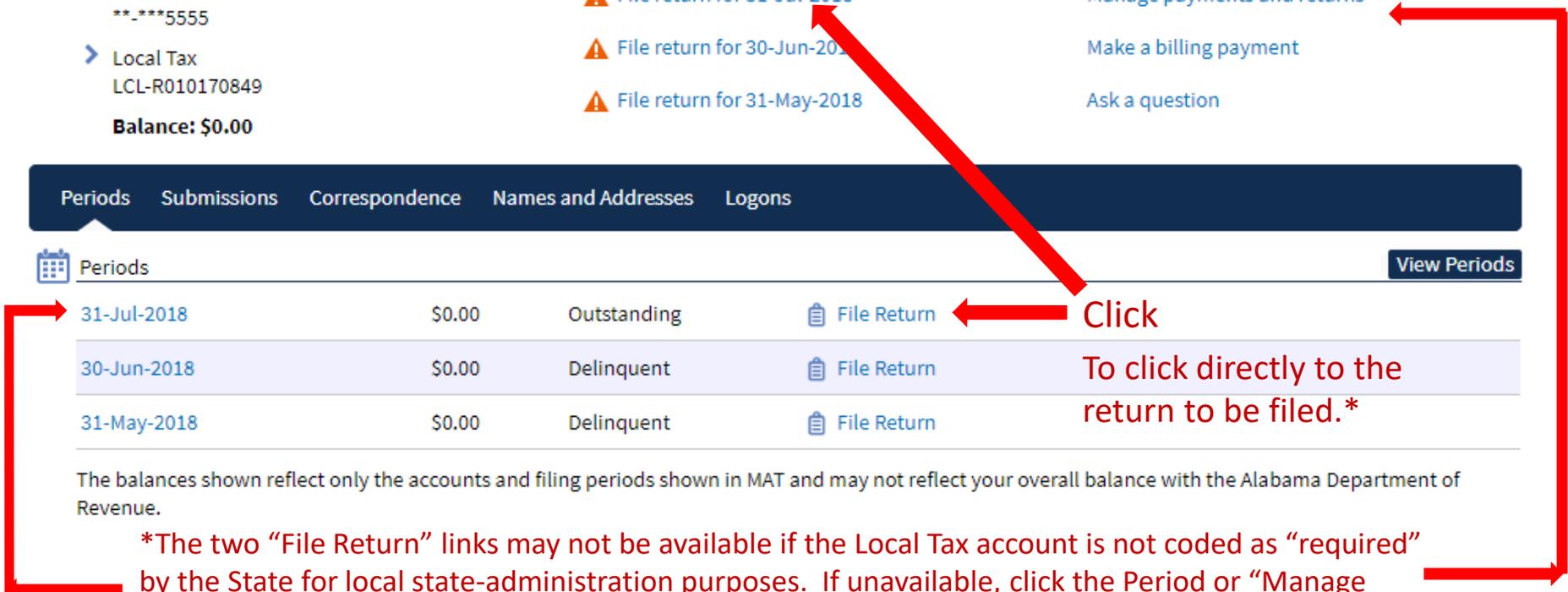
Account ABC BAKERY **-***5555 Local Tax LCL-R010170849 Balance: \$0.00	Account Alerts ⚠ File return for 31-Jul-2018 ⚠ File return for 30-Jun-2018 ⚠ File return for 31-May-2018	I Want To More... Manage payments and returns Make a billing payment Ask a question
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Periods Submissions Correspondence Names and Addresses Logons

Periods View Periods			
31-Jul-2018	\$0.00	Outstanding	File Return
30-Jun-2018	\$0.00	Delinquent	File Return
31-May-2018	\$0.00	Delinquent	File Return

The balances shown reflect only the accounts and filing periods shown in MAT and may not reflect your overall balance with the Alabama Department of Revenue.

*The two "File Return" links may not be available if the Local Tax account is not coded as "required" by the State for local state-administration purposes. If unavailable, click the Period or "Manage payments and returns" links to get to the return.



 Account	 Account Alerts	 I Want To More...
ABC BAKERY **-***5555	⚠ File return for 31-Jul-2018	Manage payments and returns
> Local Tax LCL-R010170849	⚠ File return for 30-Jun-2018	Make a billing payment
Balance: \$0.00	⚠ File return for 31-May-2018	Ask a question

 **Periods** View Periods

31-Jul-2018	\$0.00	Outstanding	 File Return
30-Jun-2018	\$0.00	Delinquent	 File Return
31-May-2018	\$0.00	Delinquent	 File Return

The balances shown reflect only the accounts and filing periods shown in MAT and may not reflect your overall balance with the Alabama Department of Revenue.

Clicking the Period link, takes you to the Period Screen where you can also reach the tax return to file.

📅 Period	🚩 Period Alerts	📋 I Want To
<p>ABC BAKERY **-***5555</p> <p>Local Tax LCL-R010170849</p> <p>> 31-Jul-2018</p> <p>Balance: \$0.00</p>	<p>⚠ File return for 31-Jul-2018 ← Click →</p>	<p>File or view a return</p> <p>Make a payment</p>
📅 Summary	🗨 Period Activity	
<p>There has been no financial activity</p>	<p>There has been no activity</p>	

*The link under Period Alerts may not be available if the Local Tax account is not coded as “required” by the State for local state-administration purposes.

Accounts Show For Periods

All Returns All

Not Filed

Returns

Filter

Status	Period	For	Id	Name
File Return	31-Jul-2018	Consumers Use Tax	CNU-R010202109	ABC BAKERY
File Return	31-Jul-2018	Local Tax	LCL-R010251052	ABC BAKERY
File Return	30-Jun-2018	Consumers Use Tax	CNU-R010202109	ABC BAKERY
File Return	30-Jun-2018	Local Tax	LCL-R010251052	ABC BAKERY
File Return	31-May-2018	Consumers Use Tax	CNU-R010202109	ABC BAKERY

Click

