



JULIE P. MAGEE
Commissioner

State of Alabama Department of Revenue

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

April 10, 2013

MICHAEL E. MASON
Assistant Commissioner

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Deputy Commissioner

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NOTICE

MY ALABAMA TAXES (MAT)

Beginning with the **April 2013** reports which are due by **May 20, 2013**, taxpayers will be required to file certain tobacco reports electronically using the Department of Revenue's internet portal called My Alabama Taxes, or MAT. Electronic filing of these reports has been mandated by Department Rule 810-7-1-.25, which became effective March 29, 2013. The reports required to be filed electronically are:

- Monthly Report by Resident Wholesale Dealers in Cigarette Products (TOB:T-WHSLE)
- Monthly Report by Nonresident Wholesale Dealers in Cigarette Products (TOB:WHSLE-NR)
- Wholesaler's Monthly Report of State-Administered County Cigarette Products (TOB:T-WHSLE-CO)
- Manufacturers Not Participating and Participating in the Tobacco Master Settlement Agreement (TOB:SCH D).

The system is already in operation, so you do not have to wait until May 2013 to begin filing via MAT. Data from the schedules can either be keyed directly into MAT or imported into MAT. The Department has setup Excel templates for the state wholesaler and Schedule D reports to import information into MAT. The appropriate information from your reports can be copied and pasted in the template(s), in the exact format, for importing into MAT. There are also certain fields on the state and county wholesaler reports which will pre-populate from your previously filed report and from the Department's system. These fields include the beginning inventory of unstamped cigarette products, beginning inventory of un-affixed stamps and stamp purchases during the month. Please click on My Alabama Taxes at www.revenue.alabama.gov/tobaccotax/index.cfm to access additional information related to MAT.

Once you access MAT you will need to register. In order to register, click on "Sign up here!" in the Sign in or Sign Up for MAT box on MAT's home page. You will need your account number, sign-on id, and access code to register. The sign-on id and access code are only used once during the registration process. If you do not know your sign-on id and access code, you may contact the Tobacco Tax Section at the address or telephone number shown below. **NOTE:** If you are already registered for another tax type in MAT, there is no need to register again. Sign into your existing account in MAT and then click on the link "Add Access to Another Account" which will allow you to add the State Cigarette Tax (SCT) and County Cigarette Tax (CCT) account(s). If you have already registered and added access to the SCT and CCT cigarette accounts, no registration is required. You may go directly to <https://myalabamataxes.alabama.gov> to file the report(s).

Feel free to contact the Tobacco Tax Section with any questions:

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Business & License Tax Division
Tobacco Tax Section
P. O. Box 327555
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(334) 242-9627
(334) 242-9706 (Fax)