



ALABAMA DEPARTMENT OF REVENUE
BUSINESS & LICENSE TAX DIVISION
MOTOR FUELS SECTION
P.O. Box 327540 • Montgomery, AL 36132-7540
Phone (334) 242-9608 • Fax (334) 242-1199
<https://revenue.alabama.gov>

Declaration of Administration of Motor Fuel Single Point Transactions For Non-State Administered Local Taxes

Motor Fuel Single Point tax return and payment data will be provided, and tax payments deposited, to the local government. The local government has the option to designate a third-party administrator to have access to this information as well as receive tax payments on the local government's behalf.

The (Municipality / County) of _____ directs the Department to do one of the following:
(circle one)

_____ Deposit the taxpayer's local tax payment directly into the local government's bank account and provide the electronic local tax return and payment data to the local government. (If this option is selected, stop here and sign the signature block below.)

OR

_____ Deposit the taxpayer's local tax payment directly into the local government's bank account and provide the electronic local tax return and payment data to the Designee listed below.

OR

_____ Deposit the taxpayer's local tax payment directly into the Designee's bank account and provide the electronic local tax return and payment data to the Designee listed below.

TAX ADMINISTRATION DESIGNATION
Name and Address of Third-Party Tax Administrator

Administrator Name	
Mailing Address <small>(including city, state, & zip)</small>	
Physical Address <small>(including city, state, & zip)</small>	
Contact Name	
Contact E-mail Address	
Contact Telephone Number ()	
Effective Date	

By signing this designation, we acknowledge that:

- The Department is authorized to discuss with the Designee issues pertaining to tax return and payment information.
- This designation applies only to the tax returns and payments processed through the Motor Fuel Single Point System.
- A third-party tax administrator is subject to all confidentiality and disclosure laws that apply to the county or municipality, including the provisions and penalties in Section 40-2A-10, Code of Alabama 1975. A third-party administrator will be required to sign a Nonemployee Confidentiality and Disclosure Statement (Form COM:103).
- A bank account established to receive taxpayers' deposits of non-state administered taxes through the Motor Fuel Single Point System shall be set up to allow dishonored payments to be reversed.
- The county or municipality remains liable for and is responsible to repay any amount deposited into the designee's account that is subsequently returned or reversed which cannot be settled through the designated bank account in a timely manner.
- Change in local tax administrator will be reported to ADOR by submitting a new Declaration of Administration of Motor Fuel Single Point Transactions form. Notification of change in administrator must be received at least 60 days prior to the first day of the effective month. The effective date must be the first day of the month.

The undersigned governmental entity authorizes the Department to handle Motor Fuel Single Point transactions as instructed above.

Signature of Authorized Municipal or County Official: _____

Title: _____ Date: _____

Mail completed document to Alabama Department of Revenue, Motor Fuels Section, PO Box 327540, Montgomery, AL 36132-7540, fax to (334) 242-1199, or e-mail to mft@revenue.alabama.gov