

MONTHLY MUNICIPAL BUSINESS LICENSE REPORT

Upload Template Instructions

(Updated 07/01/2020)

DESCRIPTION

This file is for the Monthly Municipal Business License Report Data for all municipal business licenses issued in the preceding month. The first reporting period will be for the month of October 2019 and will be due by November 20, 2019. For each month after, the report will be due on or before the 20th day of the month following the month in which the license was issued. Organizations who issue business licenses on behalf of multiple municipalities may submit all data in a single file each filing period.

Source: Municipality
Destination: Alabama Department of Revenue
Frequency: Monthly **(by the 20th for most months)**
Format: Comma Separated Value (CSV) or Excel (XLSX)
File Name: **MBL###CCYYMM.csv** or **MBL###CCYYMM.xlsx**
 (### = the full city/provider name, CCYYMM = the reporting period)
File Header: The file header (1st row with column names) should remain in the file when it is uploaded. It should not be deleted. Please select “Check here to indicate that your file has a header row with column names” on the upload screen when uploading the file.

When No Licenses were issued

If a municipality did not issue any business licenses during the month, enter a row for that locality with the “Reporting Period”, “Master Locality Code of Municipality” and “License Issued?” fields populated. Enter “N” in the “License Issued?” field to indicate that no licenses were issued for that period and municipality. The remaining fields should be present but empty.

To create the report, follow these steps:

1. Open the **Municipal_Business_License_Report_CSV_Upload_Template.csv** or **Municipal_Business_License_Report_Excel_Upload_Template.xlsx** in a spreadsheet program such as Excel.
2. Enter the data described below starting on row two (2). All data fields (columns) are required to be present, however, some fields may not require data in them.
3. Save the file with the filename in the format **MBL###CCYYMM.csv** or **MBL###CCYYMM.xlsx** (MBL = municipal license, ### = the full city/provider name, CCYYMM = the reporting period)
4. Upload the file on the Online Local Tax Reports site: https://www.alabamainteractive.org/ador_report/ (Note the underscore character between ador and report in the URL.) **Be sure to select the correct File Type (CSV or Excel) and select the “Check here to indicate that your file has a header row with column names” checkbox.**

Col	Field Name	Max Length	Field Type	Format	Required?	Validation During Upload	Description
A	Reporting Period	10	Date	M/D/CCYY	Y	Must have a valid date. Cannot be blank.	Last day of the month of the reporting period
B	Master Locality Code of Municipality	4	Numeric	0000	Y	Must have a valid code that starts with “9”.	Four (4) digit Master Locality Code of Municipality Issuing License
C	License Issued?	1	Alpha	Y/N	Y	Must be “Y” or “N”. Cannot be blank.	Enter “N” to indicate that no licenses were issued for this locality and period
D	FEIN	10	Numeric	00-0000000	N	Must be 9 or 10 characters	Federal Employer Identification Number of business. Blank if no FEIN

						or blank.	
E	SSN	11	Numeric	000-00-0000	N	Must be 9 or 11 characters or blank.	Social Security Number of sole proprietor. Blank if partnership or corporation.
F	State Tax Number	10	Alphanumeric	R000000000 or 0000 00000	N	Must be 10 characters or blank.	State of Alabama Sales, Use, Rental or Lodgings Tax Number (if available). Omit 3 letter prefix (SLS, SLU, CNU, RNT, or LOG).
G	Form of Ownership	1	Alpha		Y	Must be S, P, C, A, L or O. Cannot be blank if License Issued =Y.	S=Sole Proprietor, P=Partnership, C=Corporation, A=Professional Association, L=LLC or O=Other (Required if License Issued? = Y)
H	Application Type	2	Alpha		Y	Must be NE, RE, OC, NC, LC. Cannot be blank if License Issued =Y.	NE=New, RE= Renewal, OC=Owner Change, NC=Name Change, LC=Location Change (Required if License Issued? = Y)
I	Business Legal Name	50	Alphanumeric		Y	Cannot be blank if License Issued =Y.	The Legal Name of the Business. (Required if License Issued? = Y)
J	Business Trade Name (DBA)	50	Alphanumeric		N	No validation	The DBA Name of the Business
K	NAICS Code	6	Numeric	000000	N	No validation	North American Industry Classification System (NAICS) Code
L	Business Activities	45	Alphanumeric		N	No validation	Brief description of the business. Example: Retail clothing sales, Wholesale food Sales, Rental of Equipment, etc.
M	Physical Address - Street	75	Alphanumeric		Y	Cannot be blank if License Issued =Y.	Street address of where business is located. (Required if License Issued? = Y)
N	Physical Address - City	30	Alpha		Y	Cannot be blank if License Issued =Y.	Name of city where business is located. (Required if License Issued? = Y)
O	Physical Address - State	2	Alpha		Y	Cannot be blank if License Issued =Y.	Standard state abbreviation of business location. (Required if License Issued? = Y)
P	Physical Address - Zip	10	Numeric	00000 00000-0000 or 000000000	Y	Must be 5, 9, or 10 characters. Cannot be blank if License Issued =Y.	Zip Code of Physical location. (Required if License Issued? = Y)
Q	Mailing Address - Street	75	Alphanumeric		Y	Cannot be blank if License Issued =Y.	Mailing address for business – Street (Required if License Issued? = Y)
R	Mailing Address - City	30	Alpha		Y	Cannot be blank if License Issued =Y.	Mailing address for business – State City (Required if License Issued? = Y)

S	Mailing Address - State	2	Alpha		Y	Cannot be blank if License Issued =Y.	Standard state abbreviation (Required if License Issued? = Y)
T	Mailing Address - Zip	10	Numeric	00000 00000-0000 or 000000000	Y	Must be 5, 9, or 10 digits. Cannot be blank if License Issued =Y.	Zip Code of Mailing Address (Required if License Issued? = Y)
U	Telephone - Business	13	Numeric	(000)000-0000 000-000-0000 or 0000000000	N	Must be between 10 and 13 characters or blank.	Telephone number of business
V	Telephone - Home	13	Numeric	(000)000-0000 000-000-0000 or 0000000000	N	Must be between 10 and 13 characters or blank.	Owner's home telephone number.
W	Fax Number	13	Numeric	(000)000-0000 000-000-0000 or 0000000000	N	Must be between 10 and 13 characters or blank.	FAX number of business
X	Email Address	45	Alphanumeric		N	Cannot be more than 45 characters.	Email Address of business
Y	Contact Person - Name	50	Alpha		Y	Cannot be blank if License Issued =Y.	Name of contact person for the business (Required if License Issued? = Y)
Z	Contact Person - Phone	13	Numeric	(000)000-0000 000-000-0000 or 0000000000	Y	Must be between 10 and 13 characters. Cannot be blank if License Issued =Y.	Telephone number of contact person (Required if License Issued? = Y)
AA	Owner, Partner or Officer 1 - Name	50	Alpha		N	No validation	Name of Owner, Partner, or Officer
AB	Owner, Partner or Officer 1 - Address	75	Alphanumeric	Street, City, State, Zip	N	No validation	Street, City, State, Zip of Owner, Partner, or Officer.
AC	Owner, Partner or Officer 1 - SSN	11	Numeric	000-00-0000	N	Must be 9 or 11 characters or blank.	Social Security Number
AD	Owner, Partner or Officer 1 - Title	25	Alphanumeric		N	No validation	Title of Owner, Partner, or Officer
AE	Owner, Partner or Officer 2 - Name	50	Alpha		N	No validation	Name of Owner, Partner, or Officer
AF	Owner, Partner or Officer 2 - Address	75	Alphanumeric	Street, City, State, Zip	N	No validation	Street, City, State, Zip of Owner, Partner, or Officer
AG	Owner, Partner or Officer 2 - SSN	11	Numeric	000-00-0000	N	Must be 9 or 11 characters or blank.	Social Security Number
AH	Owner, Partner or Officer 2 - Title	25	Alphanumeric		N	No validation	Title of Owner, Partner, or Officer

AI	Owner, Partner or Officer 3 - Name	50	Alpha		N	No validation	Name of Owner, Partner, or Officer
AJ	Owner, Partner or Officer 3 - Address	75	Alphanumeric	Street, City, State, Zip	N	No validation	Street, City, State, Zip of Owner, Partner, or Officer.
AK	Owner, Partner or Officer 3 - SSN	11	Numeric	000-00-0000	N	Must be 9 or 11 characters or blank.	Social Security Number (If not publicly traded company)
AL	Owner, Partner or Officer 3 - Title	25	Alphanumeric		N	No validation	Title of Owner, Partner, or Officer.
AM	Owner, Partner or Officer 4 - Name	50	Alpha		N	No validation	Name of Owner, Partner, or Officer.
AN	Owner, Partner or Officer 4 - Address	75	Alphanumeric	Street, City, State, Zip	N	No validation	Street, City, State, Zip of Owner, Partner, or Officer.
AO	Owner, Partner or Officer 4 - SSN	11	Numeric	000-00-0000	N	Must be 9 or 11 characters or blank.	Social Security Number
AP	Owner, Partner or Officer 4 - Title	25	Alphanumeric		N	No validation	Title of Owner, Partner, or Officer.
AQ	Owner, Partner or Officer 5 - Name	50	Alpha		N	No validation	Name of Owner, Partner, or Officer.
AR	Owner, Partner or Officer 5 - Address	75	Alphanumeric	Street, City, State, Zip	N	No Validation	Street, City, State, Zip of Owner, Partner, or Officer.
AS	Owner, Partner or Officer 5 - SSN	11	Numeric	000-00-0000	N	Must be 9 or 11 characters or blank.	Social Security Number
AT	Owner, Partner or Officer 5 - Title	25	Alphanumeric		N	No Validation	Title of Owner, Partner, or Officer.
AU	Business Start Date	10	Date	M/D/CCYY	Y	Checks for valid date. Cannot be blank if License Issued =Y.	Date business activity started. (Required if License Issued? = Y)
AV	Number of Employees	6	Numeric	000000	N	Must be a number or blank.	Number of employees.
AW	Gross Receipts/Gross Sales	11	Numeric	0.00	N	Must be a number or blank.	Yearly estimated Gross Receipts/Gross Sales amount. Example = 200000.00 No commas or dollar signs.
AX	Date of Municipal License Application	10	Date	M/D/CCYY	Y	Checks for valid date. Cannot be blank if License Issued =Y.	Date of municipal license application. (Required if License Issued? = Y)
AY	Name of Person Completing Application	50	Alpha		Y	Cannot be blank if License Issued =Y.	Name of person completing the municipal license application (Required if License Issued? = Y)
AZ	Title of Person Completing Application	25	Alphanumeric		N	No Validation	Title of the person completing the municipal license application
BA	Municipal Business License Number	15	Alphanumeric		Y	Cannot be blank if License	License number assigned to business by the municipality. (Required if License Issued? = Y)

						Issued =Y.	
BB	Municipal Business License Year	4	Numeric	CCYY	Y	Must be number between 2000 and 9999. Cannot be blank if License Issued =Y.	Municipal Business License Year (Required if License Issued? = Y)
BC	Municipal Business License Amount	11	Numeric	0.00	N	Must be a number or blank.	Cost of Municipal Business License. Example = 250.00 No commas or dollar signs
BD	Physical Location - In City Limits? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business is located within the city limits (Y = Yes N = No) (Required if License Issued? = Y)
BE	Physical Location - Outside City & Inside PJ? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business is located outside of the city limits but within the Police Jurisdiction (Y = Yes N = No) (Required if License Issued? = Y)
BF	Tax Type/Frequency - Sales Tax? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Sales Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
BG	Tax Type/Frequency - Sellers Use? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Sellers Use Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
BH	Tax Type/Frequency - Consumers Use? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Consumers Use Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
BI	Tax Type/Frequency - Rental Tax? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Rental Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
BJ	Tax Type/Frequency - Lodgings Tax? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Lodgings Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
BK	Tax Type Frequency - Alcohol? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Alcohol Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
BL	Tax Type Frequency - Occupational? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Occupational Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
BM	Tax Type Frequency - Tobacco? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Tobacco Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other, N=No Account.
BN	Tax Type Frequency - Gas/Motor Fuel? (M, Q, B, A, O, N)	1	Alpha	M, Q, B, A, O, N	N	Must be M, Q, B, A, O, N or blank.	Gas/Motor Fuel Tax filing frequency. M=Monthly, Q=Quarterly, B=Biannually, A=Annually, O=Other,

							N=No Account.
BO	Tax Type - Business License? (Y/N)	1	Alpha	Y/N	N	Must be M, Q, B, A, O, N or blank.	Business has a Business License. (Y=Yes N=No)
BP	Business Type - Retail? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Retail? (Y=Yes N=No) (Required if License Issued? = Y)
BQ	Business Type - Wholesale? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Wholesale? (Y=Yes N=No) (Required if License Issued? = Y)
BR	Business Type - Building Contractor? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Building Contractor? (Y=Yes N=No) (Required if License Issued? = Y)
BS	Business Type - Service? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Service? (Y=Yes N=No) (Required if License Issued? = Y)
BT	Business Type - Professional? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Professional? (Y=Yes N=No) (Required if License Issued? = Y)
BU	Business Type - Manufacture? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Manufacture? (Y=Yes N=No) (Required if License Issued? = Y)
BV	Business Type - Rental? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Rental? (Y=Yes N=No) (Required if License Issued? = Y)
BW	Business Type - Other? (Y/N)	1	Alpha	Y/N	Y	Must be Y or N. Cannot be blank if License Issued =Y.	Business Type - Other? (Y=Yes N=No) (Required if License Issued? = Y)