My Alabama Taxes: The ONE SPOT to File!
EVERYONE WINS.

Optional Network Election for Single Point Online Transactions
Eff. 10/1/13

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One Spot Alabama
Local governments (cities and counties) have the authority to administer their own taxes, authorize the Alabama Department of Revenue to administer their taxes, or hire a third-party tax administrator.

You will often see or hear reference to ‘State-administered’ and ‘Non-state administered’ local taxes:

**State Administered** local taxes are those taxes that the local government authorized the Alabama Department of Revenue to administer on their behalf.

**Non-State Administered (NSA)** local taxes are those taxes that the local government self-administers or hired a third party administrator to administer for them.

If you have not yet signed up to use MAT, click here for instructions.
2. Click the **Id** hyperlink for the Local Tax account.

If the ADOR Local Tax account (LCL) is not showing in the list of Accounts, you will need to add access to the account. [Click here for instructions.]

**Note:** You do not “Add Access” to a self-administered local account, you only add the locality on the return, just as you would a state-administered locality.
3. This taxpayer is an EFT Debit Filer.

4. Select the File Now hyperlink for a period to file a Local Tax return.

**NOTE:** The local return payment is made with the return. The Pay link should only be used for additional payments for State Administered local taxes **ONLY.** If you need to make an additional payment to a Non-State Administered Locality, you will need to contact that locality directly.
5. Click on the **Return Table** button to fill out the Local Tax return.
Click on the description link in Step 1 for detail information and instructions regarding the Local Return Table.

Please take the time to read through the description information before you begin your first filing.
6. Click in the ‘Locality’ green field to begin typing the locality name. The list will filter to a short list to select from or you can use the dropdown arrow to find and select the locality.

Continue down that column to fill out the tax information for that locality.
To add the next locality to the return, either click the **Copy Record** link at the bottom of the column, or click into the **Locality** field in the next empty column to the right.

**NOTE:** If you select the One-Time Filing box, that column of information will **NOT** be on your return profile next month. One-Time Filing is used to indicate that you had a sale in this locality one time and do not need to file a return for that locality each filing period.
7. Once the appropriate information is filled out on the return, click the **OK** button.

The table will show 5 columns of return information on the screen.
After clicking the OK button on the return...

8. The message shown in the popup is dependent on the localities entered on the Local Tax Return.

The counties listed are county filing expectancies that should exist on the return for the localities previously entered.

Click the OK button after reading the information provided.
9. A **County Expectancies** button is now available to review the county expectancies that were mentioned in the popup box before.
10. Counties are listed with the corresponding locality that generated the expectancy.

11. Check the box in the *Generate?* column for each county expectancy that needs to be added to the return and click the Ok button and complete the Return Table information for the added counties.

12. If there are no county expectancies to generate, click Cancel.
The selections from the County Expectancies have been added to the return. Complete any required information and enter the Gross Amount.

The Return Table will show 4 columns of locality data at a time, with a 5th blank column to add the next item. This page shows 1-4 of 7 entries. To move between table pages, click the numbers at the top of the table.

If there is an error, you can quickly get to the page with the error by either clicking on the page number with a red * or by clicking Show Errors link.

Sort or Filter your entries. You can sort your entries by clicking the field name (Locality Code Name, Location Code, etc.) in the column on the far left that you want to sort by, or you can filter by typing in the Filter field the item that you want to find. To search and show only Hoover, type Hoover in the filter field.

After entering all data in the table, click the OK button to continue.
13. Next to the **Return Table** button, a message and corresponding icon indicate the status of the Return Table.

If the Return Table is in error, all errors will need to be fixed before continuing.

Click the **Next** button once all the appropriate information is filled out on the return.
14. This summary page displays the amounts from each line of the Local Tax Return broken down by either State or Non-State Administered Localities.

Penalty, Interest and Discounts are summarized on this page as well.

The Review Return Table button displays a summary of the values entered into the return.
15. An ADOR approved credit may be entered on this summary page on the Credit Claimed (ADOR Approved) line.

Click the Next button.
16. Information about Debit Block Codes is provided.

   NSA: 2621862182
   ADOR: ADORCCD000

17. If there is an amount due for State-Admin Localities, the taxpayer may opt out of paying that amount by checking the **Opt-out of paying ADOR amount due** box. (ADOR Payments less than $750 may be paid by check – greater than $750 will be treated as an uncontested tax liability and may proceed directly to Final Assessment.)

18. An electronic payment for the Non-State Admin amount due is required to submit the return.
19. The **View Details** hyperlink details the amount due listed by each Locality, Code and City/County Tax Account #. (These details are not printable on this screen, but will print with the return confirmation.)
20. Enter the appropriate banking information to make a Local Tax payment.

If the taxpayer has filed & paid a local return in MAT prior to July 1st, their banking information will be available, but may require that they update the banking information to provide the Customer Type – this is a new field required by the payment processor.
21. This banking information can be saved and used for payments due on future filing periods by checking the **Save Payment Source** box.

(If the taxpayer has filed & paid a local return in MAT prior to July 1st, their banking information will be available, but may require that they update the banking information to provide the Customer Type – this is a new field required by the payment processor. See the next slide about changing/updating the banking information.)
22. If the banking information needs to be edited, the taxpayer may check the **New Payment Information** box.

23. The total payment amount is displayed at the bottom of the screen.

24. Click the **Submit** button to submit the return and payment.
25. You must enter the Password to authorize the submission of the return and payment.
26. The return and payment has been submitted. A copy of this confirmation message and a copy of the return can be printed.

27. If the taxpayer opts out of paying the amount due for the State Administered Localities, a voucher can be printed to include with a paper check to ADOR for those localities.