

Alabama

Department of Revenue

www.revenue.alabama.gov

Effective October 1, 2003, the Alabama Paperless Filing and Payment System replaced the old coupon paper-based filing system. Through this system, you will file and pay your taxes to the Alabama Department of Revenue via the Internet or telephone. The system will provide step-by-step assistance and will confirm that the department has received your return and payment electronically.

Along with these instructions, enclosed are your ADOR assigned Online Sign On ID, and Access Code. You will need this information to begin filing through the paperless system. Also enclosed is a Locality Code Sheet you may need if you are filing your city/county tax return using the telephone.

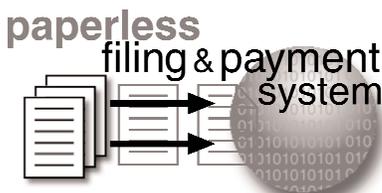
You will need to enter this information each time you log into the system:

Sign On ID: _____ User ID: _____
 Access Code: _____ Password: _____

How to file using the TELEPHONE

What you will NEED

<p>Step 1 <i>Dial 1-800-828-1727.</i></p>	<p>Any telephone may be used. The system has voice recognition capability for persons without touch-tone. Simply hold and you will automatically be switched to the voice recognition system.</p>
<p>Step 2 <i>Enter the information needed to log into the filing system.</i></p> <p>First time users: <i>The system will assign a 3 digit User ID and you will be required to create an 8 digit password (Non-touch-tone callers must speak the 8 digits). You may want to write these down in the spaces provided above.</i></p>	<p>Enter or say your 9 digit Sign On ID and your 8 digit Access Code. Your Sign On ID and your Access Code are found in the Important Tax Information letter mailed to you by the ADOR. If you do not have either of these items, please call the Department for further assistance (334-242-1490 or 1-866-576-6531).</p> <p>Enter or say your User ID and Password.</p>
<p>Step 3 <i>Follow the prompts to select your return and enter or say your filing and/or payment information.</i></p> <p><i>Every time you enter new data, the system will repeat it for you to make sure it is accurate.</i></p>	<p>All calculations will be done for you, including discount. Simply enter your gross sales and deductions (deductions are returned items or nontaxable sales). For local tax, you will need to enter the 4 digit locality code for each locality you wish to file. If you do not have the appropriate locality code, you may contact the Department to receive a Locality Code Sheet.</p>
<p>Step 4 <i>You are finished entering data into the system.</i></p>	<p>To make any changes, press or say the corresponding number and repeat Step 3. If your information is correct, "submit" your return.</p>
<p>Step 5 <i>Make payments using EFT (Electronic Funds Transfer).</i> **Payments being made via EFT must be transmitted by 4 p.m. (CST) on or before the due date to be considered timely.</p> <p>– or –</p> <p><i>Make payments via paper check (one check per confirmation number).</i></p> <p><i>Mail payments to:</i> State of Alabama Revenue Department Sales, Use & Business Tax Division P.O. Box 327790 Montgomery, AL 36132-7790</p> <p><i>(Amended Returns or additional correspondence should be mailed to: P.O. Box 327710, Montgomery, AL 36132-7710)</i></p>	<p>If you selected this option, you will need your bank routing number and bank account number (see illustration on reverse page). You will only need to supply this the first time you access the system or if you change bank accounts. No pre-registration is required to pay via EFT.</p> <p>If you selected this payment option, please write the following information on your check for proper posting of your payment: confirmation number, tax form number, account number and tax period. Do NOT mail a paper return with your check.</p> <p>Once you have completed the payment selection process, you will receive a confirmation number that begins with an "N." Please retain this number with your records.</p>
<p>Step 6 <i>You are done!</i></p>	<p>Do NOT mail a paper return. Your information has been sent securely to the ADOR.</p>



You will need to enter this information each time you log into the system:

Sign On ID: _____ User ID: _____
 Access Code: _____ Password: _____

How to file using the **INTERNET**

What you will **NEED**

<p>Step 1 <i>Make sure you have access to the Internet and the proper browser version.</i></p>	<p>Internet access with a compatible browser, such as Internet Explorer, Safari, or Mozilla Firefox.</p>
<p>Step 2 <i>Go to: http://www.revenue.alabama.gov/salestax/efiling.html and click on the ADOR's Paperless Filing icon.</i></p>	<p>Alabama's Paperless Tax Filing and Payment Program is a FREE service provided by the Alabama Department of Revenue.</p>
<p>Step 3 <i>Enter the information needed to log into the filing system.</i></p> <p><i>*First time users: The system will assign a 3 digit User ID and you will be required to create an 8 character alpha/numeric password. Please note that your password is case sensitive. You may want to write these down in the spaces provided above.</i></p>	<p>Enter your 9 digit Sign On ID and your 8 digit Access Code. Your Sign On ID and your Access Code are found in the Important Tax Information letter mailed to you by the ADOR. If you do not have either of these items, please call the department for further assistance (334-242-1490 or 1-866-576-6531).</p> <p>Enter your User ID and Password.</p>
<p><i>If you need help at any time, just click on the instruction links provided throughout the website, or click on the FAQ link for a full listing of help topics. If you still do not find what you are looking for, click on the appropriate email link at the bottom of the page and email your question or call the number listed during business hours.</i></p>	
<p>Step 4 <i>Follow the prompts to select your return and enter your filing and/or payment information.</i></p>	<p>All calculations will be done for you, including discount. Simply enter your gross sales and deductions (deductions are returned items or nontaxable sales), then click the "Calculate" button. Click the "Continue" button to validate your return.</p>
<p>Step 5 <i>You are finished entering data into the system.</i></p>	<p>To make any changes, click the "Edit Return" button and repeat Step 4. If your information is correct, click the "Submit" button.</p>
<p>Step 6 <i>Make payments using EFT (Electronic Funds Transfer). **Payments being made via EFT must be transmitted by 4 p.m. (CST) on or before the due date to be considered timely.</i></p> <p><i>– or –</i></p> <p><i>Make payments via paper check (one check per confirmation number).</i></p> <p><i>Mail payments to:</i> State of Alabama Revenue Department Sales, Use & Business Tax Division P.O. Box 327790 Montgomery, AL 36132-7790</p> <p><i>(Amended Returns or additional correspondence should be mailed to: P.O. Box 327710, Montgomery, AL 36132-7710)</i></p>	<p>If you selected this payment option, you will need your bank routing number and bank account number (see illustration below). You will only need to supply this the first time you access the system or if you change bank accounts. No pre-registration is required to pay via EFT. Click the "Continue" button to validate your payment information. If your information is correct, click the "Authorize" button.</p> <p>If you selected this payment option, you will receive a remittance voucher with your confirmation page. For proper posting of your payment, please include the remittance voucher with your check and write your confirmation number on your check. Do NOT mail the paper return with your check – ONLY THE REMITTANCE VOUCHER.</p> <p>Once you have completed the payment selection process, you will receive a confirmation number that begins with an "N," and a copy of your submitted return. Please print this page for your records. (If you selected to pay by paper check, you will also receive a remittance voucher with your confirmation page.)</p>
<p>Step 7 <i>You are done!</i></p>	<p>Do NOT mail a paper return. Your information has been sent securely to the ADOR.</p>

You can find your bank's routing number and account number on the bottom of your check. Both numbers start after the two dots [.:] and end with the bar [®].

start separator end

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:0000000000: 0000000000®

↑ ↑

bank routing number bank account number