Template General Information

- The templates have been designed to assist filing tobacco reports in MAT. If you have a large volume of information that is needed to complete your tobacco reports, the templates can be a helpful tool to import data into your MAT reports.

- When copying and pasting columns from your spreadsheet into the template you can choose to copy one column or several columns at a time. You are not allowed to copy and paste into cells where the Department has formulas (tax value column).

- Complete the templates by placing all data in the template that you wish to import into MAT before importing.

- If you are using the templates to complete the MAT reports, always import information before keying any information into MAT. The imported data will override what has been keyed or previously imported into MAT.

- If an error is made while copying/pasting it cannot be corrected until the report is imported into MAT. Otherwise, you must start a new template.

- The copied information must be in the same format of the template or the import will not be successful.

- The template must be saved before it can be imported into MAT.

- After the data from the template is imported, corrections can be made and information added into MAT.

Resident Wholesaler Report

- Beginning inventory figures and stamp purchases are automatically pre-populated into MAT.

- Only lines 8, 9 and 16 needs to be completed on Part I. All other lines in Part I will prepopulate from the information stored in our system or upon completion of Parts II, III, IV, V and Schedule C.

- You may elect to copy and paste information into the different parts and the Schedule C. This information has to line up in the columns in the exact same format as the template.

- The maximum number of rows that can be imported on the Schedule C table is 32,046. If you have data that exceeds this number of rows, the template also includes three additional overflow tables (Schedule C Overflow, Schedule C Overflow 2 and Schedule C Overflow 3.) Please use these overflow tables to include additional sales. The tables must be used in consecutive order for the data to be submitted correctly.

Nonresident Wholesaler Report

- Beginning inventory figures and stamp purchases are automatically pre-populated into MAT.
- Only lines 2, 4 and 11 need to be completed on Part I. All other lines in Part I will prepopulate from the information stored in our system or upon completion of Schedule A. Only line 11 of Part II needs to be completed. All other lines will prepopulate from our system. All information for Part III will populate upon completion of Schedules C, D and E.
- If using the Schedule A template, the correct county code must be put in the county code column. Otherwise, after importing the report into MAT, you will have to add the county code before submitting the report to the Department. This code can be obtained from the top of the Schedule A or the last tab in the template. Even though the counties may be copied in the county column, the county code is still required to import the data. The county code can be programmed into your system from the listing provided by the Department. A drop down box is also included for your convenience.

Wholesaler Frequently Asked Questions

- Is there another option besides keying all of the data in the template?

  Yes, you have the option to copy information from your database and paste it into the template.

- Can the whole spreadsheet be copied into the template?

  Yes, only if your spreadsheet is in the same format as the template. It might be less problematic to copy one or two columns at a time.

  Do not copy data into columns that are formulated to calculate the tax value.

- What can be done if I detect a mistake or need to add to a Schedule in MAT?

  Mistakes or errors will be shown in red on MAT. You may correct or add additional information into a schedule after it has been imported into MAT. ***Any cells shown in red must be corrected before the report can be submitted successfully.***

- Can I amend a report in MAT after it has been submitted?

  Yes, you can change data if you detect an error. If the status of the report is “pending” you can change the original report. If the status of the report is “View Return” then you would need to amend the report by clicking on change after you go to the return that needs to be amended.

Frequent Schedule D Template Errors

- If a brand name is not typed exactly as it appears in the drop down listing in My Alabama Taxes (MAT), the brand will not be uploaded from the template to MAT. You will receive an error message once the data has been uploaded to MAT. The cell will be highlighted and will not have any data. You will have to choose the correct brand name from the drop down listing.

- If a roll-your-own brand does not have (RYO) typed behind the brand name, it will not be uploaded from the template to MAT. You will receive an error message once the data has been uploaded to MAT. The cell will be highlighted and will not have any data. You will have to choose the correct brand name with (RYO) typed behind the brand name from the drop down listing.

- If you enter values for cigarettes and (RYO) for a brand on the same line, these values will not be uploaded to MAT. You will receive an error message and both cells will be highlighted. You will have to enter either a cigarette or (RYO) value and enter another line entry for the other related cigarette or (RYO) sales.

- Any information copied from your computer generated printout cannot be edited in the template once it has been copied. You will either have to start a new template or upload the template and make corrections once the data has been uploaded into MAT.

Instructions for Completing the Sales for Resale Report

The Sales for Resale Report must be electronically filed via My Alabama Taxes (MAT). MAT can be accessed at https://myalabamataxes.alabama.gov. The report may be completed two ways, by keying data directly into the MAT screen or by using a template to import data into the MAT screen.

A. If manually keying data directly into the MAT screen:
   1. Key appropriate information under each column.
   2. As you begin keying on the first line, another line will appear for which to key data.
   3. Continue keying until all lines of data have been manually keyed.
   4. Some fields are required fields and are yellow. These fields must contain the appropriate data before the report can be submitted.
   5. Once any errors or required fields have been fixed, click the Submit button.
   6. Enter your password and click Yes.
   7. A confirmation page will appear if the report was successfully submitted.

B. If using the template:

1. Access the template from http://revenue.alabama.gov/tobaccotax/TobaccoMATtemplates.cfm and Save it as an Excel spreadsheet using extension .xls or .xlsx.
2. Copy the data from your system into the newly saved template.
3. The fields of data from your system must exactly match the fields in the template for it to import correctly.
4. There are 9 tables or tabs in the template. The first Detail table holds 32,040 lines of data and the 8 Overflow tables hold 32,047 lines of data.

Each table must be completely filled prior to using another table and the tables must be used in consecutive order for the data to be submitted correctly.

After accessing MAT, please do the following:

1. From the Account Id listing, click on the **STP** account link.
2. Click on the "Return List" link for the month or period in which you are filing.
3. Click the "File Now" link next to Tobacco Sales for Resale.
4. Now it's time to import the completed template. Click the "Import" button and your browser will open to select your previously saved template. (See item B1 above.) Click Browse and choose the template's file name. Click the "Import" button.
5. Verify that the template imports correctly and that there are no errors. The report cannot be submitted if it contains errors. An error is in a table if there is a "red" circle in front of the table name. Go to each table to fix any errors.
6. Once any errors have been corrected, click the Submit button.
7. Enter your password and click Yes.
8. A confirmation page will appear if the report was successfully submitted.

Notes:

- Description Column: A detailed description (Marlboro Cigarettes, Grizzly Wintergreen, 1.2 oz., long cut, Deans Pipe Cool Blend 8 oz., Clint's Cigars – 50 Ct, Redman Chew 24 x 3 oz. pouches, etc.) of the product must be included in the description column; otherwise, an error will generate in MAT. *This is a required field.*

- The maximum number of rows that can be imported on the template's Detail table is 32,040. If you have data that exceeds this number of rows, the template also includes eight additional overflow tables (Detail Overflow 1, Detail Overflow 2, Detail Overflow 3, Detail Overflow 4, Detail Overflow 5, Detail Overflow 6, Detail Overflow 7 and Detail Overflow 8.) Please use these overflow tables to include sales which exceed the above limit. The tables must be used in consecutive order for the data to be submitted correctly. Each table must be completely filled prior to using another table.

Please contact the Tobacco Tax Section at 334-242-9627 if you have any questions.