



MAT Filing Instructions for City of Northport

- Go to <https://myalabamataxes.alabama.gov>
- Enter Username
- Enter Password
- Click Sign In
- Identification confirmation is required if the computer is not recognized
- Select Email or Text (be sure the email address or phone is correct as shown)
- Enter Authentication Code sent to you via email or text
- Click Sign In

To get a username & password set up, you must have your state sales tax account information that you received in the mail. The above is if you already have an account in MAT. If you do not have a state sales tax account, contact the Alabama Department of Revenue Tuscaloosa Taxpayer Service Center at 205-759-2571.

Filing City of Northport Returns

- Scroll down to **Local Tax (Account LCL-..)** and click [>File or View a return](#)

Local Tax

| | |
|---------------|---|
| Account | > File or View a return |
| LCL-1 | > Make a payment |
| Balance | |
| \$0.00 | |

- Click **File Now** for the appropriate filing period

List of Returns Periods and Balances

Returns

| Return | Period | Due Date | Received Date | Status |
|----------------------------------|-----------------------------|-------------|---------------|--------------------------|
| Local Tax Return | 30-Sep-2021 | 20-Oct-2021 | | File Now |

- Click **Next** to go to the return table
- Choose from the drop-down menu to enter a return. This return table can be used to file as many local tax returns as you need to file. Each locality/return needs to be on a different row. Once you complete this the first time, it saves and you don't have to re-enter the return each time, only the gross amount and deductions (if necessary).
 - Choose **Northport** as the **Locality**
 - **Locality Code** will auto populate
 - Choose **Tax Type** (sales, use, rental, lodging, etc.). Do not select PJ unless your business is in the city's Police Jurisdiction. Please verify with city before selecting PJ.
 - Choose **Rate Type** (verify with locality if unsure)
 - *Do not check the One Time Filing box*
 - Enter your City of Northport tax account number in the **City/County Tax Account Number** box. **Be sure to enter the CORRECT TAX ACCOUNT NUMBER in this box. This is your City of Northport tax account number NOT your state local tax number.** Entering this number correctly ensures the tax gets posted to the correct account.
 - Enter gross revenue in the **Gross Amount** box in the Northport column. Enter deductions if needed.
 - The tax will calculate for you. The tax rate is based off what you choose in the columns (tax type, rate, etc.) Verify this is correct. You will need to scroll right to view the entire return. Click **Next** if correct.

Local Tax Return

FORM FIELD COLOR GUIDE: ADD INFO * REQUIRED INFO ONLY ! NEEDS CORRECTION

Import [Download Import Template](#)

[Add additional localities](#)

Filter

| | Locality | Code | Tax Type | Rate Type | One-Time | City/County Tax Acc | NSA | Gross Amount | Deductions |
|----------------------------|----------------------|------|-----------|-----------|--------------------------|---------------------|-------------------------------------|--------------|------------|
| <input type="checkbox"/> X | NORTHPORT | 9162 | Sales Tax | General | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | 0.00 | 0.00 |
| <input type="checkbox"/> X | TUSCALOOSA COUNTY CL | 7763 | Sales Tax | General | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | 0.00 | 0.00 |
| | | | | | <input type="checkbox"/> | | <input type="checkbox"/> | | |

Cancel Save Draft < Previous **Next** >

- Local Tax Return Overview - Review screen of tax filing – Click **Next**
 - Note-if you file more than one tax type or locality, it combines the TOTAL amount due to every locality on the review screen.
- Enter bank account information for payment. If you want this to save, click **Save as default channel**. Verify payment information, and you must **confirm payment amount** before submitting. Enter the Total Payment Amount in this box.

Direct Debit payment is required to submit a return that contains any Non-State Administered Localities with a due amount.

Make Payment

Payment Date *Date applies to all payments. Submissions are processed at 4pm CT.

Customer Type: Business Personal

Bank Account Type: Checking Savings

Routing Number: BANK

Account Number

Account Number Confirm


Total Payment Amount: 244.72

Confirm Payment Amount: 244.72

Save as default channel

Click Submit to authorize Non-State Administered payments.

- Click **Submit**
- Enter **password** that acts as your signature verification, then click **OK**.
- Print confirmation for your records (optional). You can view your submission on your LCL list of returns (*Local Tax > File or View a Return*)

MAT  [My Alabama Taxes \(Home\)](#)

<

Returns Balance **\$0.00** > [Make a Payment](#)

List of Returns Periods and Balances

| Return | Period | Due Date | Received Date | Status | |
|----------------------------------|-----------------------------|-------------|---------------|------------|---------------------------------|
| Local Tax Return | 30-Sep-2021 | 20-Oct-2021 | | Pending... | View Submission |