



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

- Click **Local Account ID** (LCL-... [Blue hyperlink](#))
- Click **File Now** for the appropriate filing period
- Click on the **Return Table**
 - This needs to be completed the first time. After filing one return, it saves and you don't have to re-enter all the information again. You only enter gross revenue/deductions going forward after you set up the return up the first time.
 - This return table can be used to file as many local taxes as you need to file. Each locality needs to be in a separate column.
- Choose from the drop-down menu going down the column.
 - Enter **Northport** in the **Locality Name**
 - **Locality Code** will auto populate
 - Enter **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.
 - Enter **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 the jurisdiction account number 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.
- Click **Ok**
- Click **Next**
- Review screen of tax filing
 - Note-if you file more than one tax type or locality, it combines the TOTAL amount due to *every* locality on the review screen.
- Click **Next**
- Verify banking account information is correct
- Click **Submit**
- Enter **password** that acts as your signature verification
- Print confirmation for your records (optional)

This is only directions on how to file your City of Northport local tax. You would still need to file your state sales tax and any other local taxes (Tuscaloosa County, etc.).