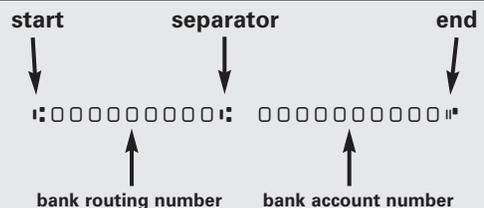


How to file using the INTERNET

What you will NEED

<p>Step 1 <i>Make sure you are able to use the Internet.</i></p>	<p>Internet access with at least Internet Explorer 5.0, Netscape 6.1 or a compatible browser.</p>
<p>Step 2 <i>Go to http://www.ador.state.al.us/salestax/efiling.html and click on the ADOR's FREE Paperless Filing icon.</i></p>	<p>Alabama's Paperless Tax Filing and Payment Program is a FREE service mandated by the Alabama Department of Revenue.</p>
<p>Step 3 <i>Enter the information needed to access the system for initial use.</i></p>	<p>Enter your 9 digit Sign On ID and your Access Code. Your Sign On ID is found in the information letter and on the inside front cover of your coupon booklet. Your Access Code is found in the information letter.</p> <p>If you do not have either of these items, please call the department for further assistance.</p>
<p>If you need help at any time, just click on the Help tab and a full listing of help topics are available. If you still do not find what you are looking for, click on the contact tab and email your question or call the appropriate number listed during business hours.</p>	
<p>Step 4 <i>Enter your filing and/or payment information.</i></p>	<p>Simply enter your gross sales and deductions, all other calculations are done for you.</p>
<p>Step 5 <i>You are finished entering data into the system.</i></p>	<p>Click "Calculate" and your information will be displayed for your review. Make any changes necessary and repeat until your information is correct.</p>
<p>Step 6 <i>Make payments using Alabama's e-file system.</i></p> <p><i>Make payments via paper check.</i></p>	<p>You will need your bank routing number and bank account number (see illustration below to locate these two numbers). 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 access the e-file system.</p> <p>You will receive a confirmation voucher that needs to be mailed along with your check remittance.</p>
<p>Step 7 <i>Approve the information and send to the Alabama Department of Revenue.</i></p>	<p>After reviewing and approving all information, just click "Submit" – you are done! Your information has been sent securely to the ADOR. A screen will display your confirmation notice with a confirmation number and date/time stamp. Please print or save to a file and retain for your records.</p> <p>If mailing a check, please submit the remittance voucher as well as print the control number on your check for proper posting of your remittance.</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 [▪].



On Line Sign On ID: _____

Access Code: _____

How to file using the TELEPHONE

What you will NEED

<p>Step 1 <i>Dial 1-800-828-1727.</i></p>	<p>Make sure you have a touch-tone phone.</p>
<p>Step 2 <i>Enter the information needed to access the system for initial use.</i></p>	<p>Enter your 9 digit Sign On ID and your Access Code. Your Sign On ID is found in the information letter and on the inside front cover of your coupon booklet. Your Access Code is found in the information letter.</p> <p>If you do not have either of these items, please call the department for further assistance.</p>
<p>Step 3 <i>Enter 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>Simply enter your gross sales and deductions, all other calculations are done for you. For local tax, you will need to enter your locality code for each locality you wish to file.</p> <p>If you do not have the appropriate locality code, you may contact the department to receive a listing of all locality codes.</p>
<p>Step 4 <i>Make payments using Alabama's e-file system.</i></p> <p><i>Make payments via paper check.</i></p>	<p>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 access the e-file system.</p> <p>You will receive a confirmation number that needs to be written on your check.</p>
<p>Step 5 <i>Approve the information and send to the Alabama Department of Revenue.</i></p>	<p>After reviewing and approving all information, just select "Submit" – you are done! Your information has been sent securely to the ADOR. The system will give you a confirmation number. Please retain this number for your records.</p> <p>If mailing a check, please print the confirmation number, tax form number, account number and tax period on your check for proper posting of your remittance.</p>

