

Instructions on how to set up your City / County Online Return to Include Self –
Administered Jurisdictions

1. Log in to the Alabama Department of Revenue's e-filing site
2. From the "Main Menu", select the "City / County Local Taxes Return" (form 9501)
3. Click the "Add / Delete Localities" button and choose the self-administered locality from the "Choose Locality" page. Daphne is 9623
4. Choose the "Tax Type(s)" and "Rate Type(s)" for which you owe the self-administered tax
5. Enter your local taxpayer ID number assigned to you by the self-administered locality in the "Jurisdiction Account Number" field of the "City / County Local Taxes Return"
6. Complete the "City / County Local Taxes Return" that now includes these self-administrated taxes
7. Enter your bank information on the "Make Payment" page, i.e., bank routing number, bank account number, select checking or savings, and the e-filing system will initiate your EFT ACH Debit Method payment for you. Note: If you are pre-approved to make your payment via EFT ACH Credit Method, you will bypass this page as you are required to initiate your EFT payment directly with your financial institution
8. Once you "authorize" your payment, you will receive a "Confirmation" page providing you with your confirmation number and a copy of your submitted return – please retain this page for your records