

How to File ONE SPOT Local Returns

Where do I start?

While logged in to MAT, click the **Home** link to go to the summary page you see when you first sign in.

What do I do?

Step 1 - Navigate to the Relevant Period

- On the Accounts tab, click the Local Tax account link you want to file a ONE SPOT return for.
- On the Periods tab, click the Filing Period link for the period you want to file a return.
- In the I Want To section, click the File or View a Return link.

Step 2 - Complete the Return

- Click the Return Table button to begin filing the ONE SPOT return.
 - Note: You may choose to import a template containing the return information by clicking the Import button. [Click here](#) for an Import Template.
- The color of each field will help you determine information about that field:

Color	Meaning	Description
Gray	Not editable	The field is displayed for informational purposes only
White	Editable	The field is editable
Orange indicator	Required	You must enter a value in this field
Red	Error	The field contains an incorrect or invalid value

At any point, you can:

- Click the Save Draft button to save your progress (this does not submit your return).
- Click the Cancel button to close this window without saving any of your changes.

In the window that opens, fill out the return.

- Select the Locality, Tax Type and Rate Type from the drop down menus in the return.

Note: If the Locality is Non-State Administered, you will need to provide a Jurisdiction Account number.

- Enter the appropriate values in the Gross Amount and Deductions fields.
- You may also import a return template by clicking the Import button.
- Continue to fill out the ONE SPOT return. If you are filing for more than 5 localities, the return will create another page. Use the page numbers at the top of the return to jump between pages.
- Locality columns may be copied or deleted using the Copy Record or Delete this Record links, respectively.
- Once the appropriate information is filled out on the return, click the OK button to close the return window.

Note: If you have filed for municipalities without adding their corresponding county, a message will appear with instructions regarding how to add the corresponding county to the return.

- A message next to the Return Table button indicates the status of the return and whether or not there are errors that need to be fixed before proceeding.
- Click the Next button.
- A summary page displays the amounts from each line of the return broken down by either State or Non-State Administered Localities. Penalty, interest and discounts amounts are displayed as well.

Note: The Review Return Table button will display a summary of the return including tax rate, penalty, interest, and discount broken down by each locality.

Step 3 - Submit the Return

If you are an EFT Debit Filer

- Click the Next button.
- A payment screen appears:
- A payment for the Non-State Administered amount due is required to submit the return.
- You may opt out of paying the amount due for State Administered Localities by checking the Opt-out of Paying ADOR Amount Due box.
- Clicking on the View Details link will allow you to see a breakdown of the amount due by locality.
- Enter the appropriate banking information for the return payment.
Note: You may save this banking information for use on future filing periods by checking the Save as Default Source box.
- Click the Submit button to submit the return and payment. You will be required to enter your password to submit the request.
- A confirmation window will appear. You will have different options regarding how to proceed.
- Print Confirmation Message
- Print Return
- If you opt out of paying the amount due for the State Administered Localities, a voucher can be printed to include with a paper check to ADOR for those localities.

- Note: Vouchers can only be printed if the amount due is less than \$750. Any amount due over \$750 must be paid electronically.
- Pending return and payment requests can be withdrawn before 4:00 p.m. on the business day they were submitted or the next business day if the requests were submitted after 4:00 p.m. For more information, read the Navigation > Requests > Search for, view, and cancel a request article.

If you are an ACH Credit Filer

- Click the Submit button.
Note: No payment information is required to submit a return for ACH Credit Filers.
- Pending return and payment requests can be withdrawn before 4:00 p.m. on the business day they were submitted or the next business day if the requests were submitted after 4:00 p.m.