INSTRUCTIONS FOR USING EXCEL TEMPLATES IN REVENUE ONLINE

WHO CAN USE EXCEL TEMPLATES IN REVENUE ONLINE?

Revenue Online is designed to use Excel templates to quickly and securely upload tax return information for the following tax programs:

- Alcoholic Beverages Tax
- Motor Fuel Tax
- Tire Fee
- Tobacco Tax
- Partnership

HOW DO I START TO USE REVENUE ONLINE?

First, you must be an enrolled user of Revenue Online. If you are not enrolled and are you are an *existing taxpayer* who has filed a return or applied for license with the Department of Revenue, Tax Division:

- Go to online-tax.alaska.gov
- Select the "Enroll Now" button on the right
- Select the phrase: "I am an existing taxpayer who has filed a return with the Department of Revenue." The page will tell you the purpose, eligibility for **Revenue Online** and information needed to continue with enrollment.
- Click "Next" and click on the down arrow in the Account Type list to select the appropriate tax account. Complete the rest of the required information as prompted.
- Click "Next" and enter your Logon information.
- Click "Next" and choose and complete the required information when you select from the pull down menu. You will have the choice of either inputting the most recent payment or information from the most recently filed return with the Department of Revenue, Tax Division. The "Letter ID" selection is there only if you do have any of the information previously mentioned and have requested a Letter ID from the Tax Division.
- Click "Next" and the Summary page will appear. Verify that the Summary information is correct and complete.
- After verifying your information, click the "Submit" button.
- You will be asked to enter and verify your email address. This will act as your E-Signature.
- You will receive a Confirmation Page with your confirmation number for this enrollment. Please either print a copy of this page or write the number down and refer to this number when contracting the Tax Division with any questions regarding your logon.

You should also receive a confirmation email from the Alaska Department of Revenue, Tax Division. If you do not, please make sure to check your Spam folder.

This email will contain an Authorization Code that you will use ONLY for the first time you log in. If you do not get access, verify your Account Information and try the sign-up process again.

If you are a *new taxpayer* who has never filed a return with the Department of Revenue:

- Go to online-tax.alaska.gov
- Select the "Enroll Now" button on the right

- Select the phrase: "I am a new taxpayer who has never filed a return with the Department of Revenue." The page will tell you the purpose, eligibility for **Revenue Online** and information needed to continue with enrollment.
- Click "Next" and complete the required information as prompted.
- Click "Next" and enter your Logon information. Please make sure that the email address that you provide is valid and you can access that email. The Department of Revenue will use this email address to confirm your enrollment.
- Click "Next" and the Summary page will appear. Verify that the Summary information is correct and complete.
- After verifying your information, click the "Submit" button.
- You will be asked to enter and verify your email address. This will act as your E-Signature.
- You will receive a Confirmation Page with your confirmation number for this enrollment.

If your account information passes a manual review, you will receive an email from the Department of Revenue, Tax Division to confirm that your account has been created. Please make sure it didn't go to your Spam folder.

It can take up to two weeks for the manual review process to be completed. If you do not receive an email within two weeks, please contact the Department of Revenue at 907-269-0041 or 269-6627.

When you receive your confirmation email, you will receive an authorization code. This code is ONLY used for your first logon session. Without this authorization code, you will not be able to logon. This authorization code is good for only good for a limited amount of time. Don't wait too long after receiving your confirmation email to log onto Revenue Online.

If you don't receive an email after two weeks, please contact the Department of Revenue at 907-269-0041 or 269-6627.

WHERE DO I FIND THE EXCEL TEMPLATES TO UPLOAD INTO REVENUE ONLINE?

The Excel templates for the tax programs listed above can be found on the Department of Revenue, Tax Division's website at:

www.tax.alaska.gov/programs/online.aspx

HOW DO I IMPORT MY EXCEL TEMPLATES INTO REVENUE ONLINE

When filing your return using Revenue Online, you will see the following or similar selection:

Select Excel (.xls or .xlsx)
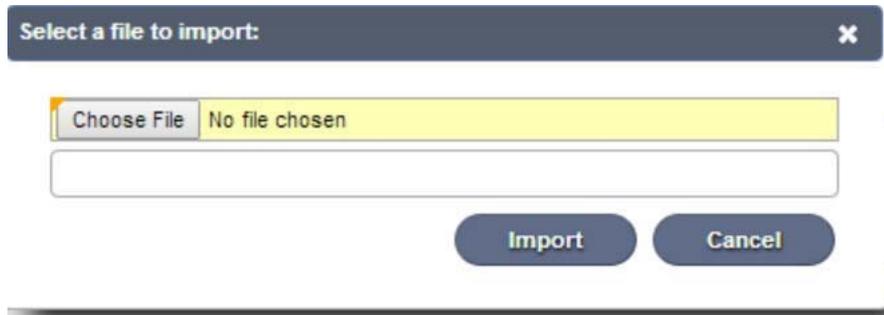
SELECT IMPORT/ATTACHMENT FILE TYPE

Import/Attachment File Type   Excel (.xls or .xlsx) ▼

You will then be given the opportunity to choose or browse for the file that you want to upload into Revenue Online (see below).

Select a file to import: ✖

Choose File   No file chosen

Import   Cancel

After selecting the file that you want to upload, select the import button and you are done!

TIPS ON CREATING YOUR EXCEL TEMPLATESS TO UPLOAD INTO REVENUE ONLINE

- The Excel template must be in the exact format expected by Revenue Online
- Do not change the column titles or placement in the worksheet
- Do not add, delete or reorder any worksheet tabs in the workbook
- Most of the field formats are strings. This means that you can use any character type. However there are exceptions:
    - Dates require an integer (number of days from 1900), or typical date formats such as 3/18/14. Integers are positive or negative whole numbers or zero.
    - Decimals places are carried out to two (2) decimals in Motor Fuel Tax and three (3) decimal places in Alcoholic Beverage Tax.
    - Drop down menus require an input selection from the drop down. For example, your selection for an airport code required in a Motor Fuel Tax – Aviation return would be limited to the selections in the drop down menu.
    - The Tire Fee Excel template requires integers (positive or negative whole number or zero).