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Kathleen D. Baxter, PhD, CGFM, CPM  
State Comptroller

Michael G. Hudson  
Deputy State Comptroller

**MEMORANDUM**

**TO:** Municipalities - All

**FROM:** Kathleen D. Baxter  
State Comptroller

A handwritten signature in black ink, appearing to read "KDB", is placed over the name "Kathleen D. Baxter" in the "FROM" field.

**DATE:** October 24, 2022

**SUBJECT:** ACT 2022-425 Changes to Monthly Report to State Treasurer by Municipality

During the 2022 legislative session, Act 2022-425 was enacted into law providing that beginning January 1, 2023, the MC-13 Monthly Report to State Treasurer by Municipality be transmitted electronically to the Comptroller's Office within 60 days of the due date. Failure to submit the data required in this act within this timeframe shall result in the forfeiting of any fees and costs collected by the court that would otherwise remain with the municipality.

An electronic version of the MC-13 Monthly Report to State Treasurer by Municipality is available on the State of Alabama's Submittable website <https://alabama.submittable.com/login>. Once you have created a user account, you will have access to the new electronic MC-13 form. Physical copies of the form will still be available through the Administrative Office of Courts (AOC) website at <https://eforms.alacourt.gov/municipal-forms/>.

Please continue to complete the physical MC-13 form provided by AOC. Once you have completed your monthly MC-13 form, use the Submittable website to input all MC-13 section totals (Sections A-Q) into the appropriate Submittable fields for electronic transmission.

Once you have completed your electronic MC-13 form, please mail the corresponding remittance check, along with the original physical MC-13 form, to the following address:

Finance Department-Comptroller's Office  
Attn: Receipts Section  
P.O. Box 302602  
Montgomery, Al 36130

Copies of the MC-13 form should also continue to be provided to both the Municipal Court Clerk and the Municipal City/Town Clerk as well.

### **Submittable Website Instructions**

To gain access to the Submittable website you must first create a Username and Password under the “Sign Up” section.

1. Log in with your Username and Password
2. Select the Monthly Report to State Treasurer By Municipality – Or – Access directly by a link provided by email.
3. Attach a copy of the physical MC-13 form in PDF format to the designated “Upload” field.
4. Proceed in completing the remaining required fields. Responses must match the uploaded copy, or the document will not be accepted and will be returned for correction. Double check all fields prior to submitting your reports.
5. Once all fields have been checked for accuracy, select the “Submit Form” option at the bottom of the screen.
6. You may monitor the status of your submissions under the “My Submission” section of your account information.
7. If your submission is determined to contain errors and is returned for correction, please make the necessary corrections, and resubmit using the “Submit Form” button at the bottom of the page, as soon as possible.

Note: Google Chrome is the recommended web browser for the Submittable website

If you need any assistance accessing or navigating the Submittable website, please do not hesitate to contact Brett Gantt at 334-353-2749 or [Brett.Gantt@Comptroller.Alabama.Gov](mailto:Brett.Gantt@Comptroller.Alabama.Gov).

If you have any questions or need additional information relating to municipal court revenues reporting, please do not hesitate to contact Cardine Uchem at 334-242-7069 or [Cardine.Uchem@Comptroller.Alabama.Gov](mailto:Cardine.Uchem@Comptroller.Alabama.Gov).

KDB/cl

Attachments