



# AZTaxes.gov

## Onboarding for State Agencies

*Education and Outreach*

# Disclaimer:

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It does not constitute tax advice or reflect a position or policy of ADOR. The information contained in this presentation is current as of the date noted in the materials. Arizona statutes, case law or administrative rules, as well as letter rulings or notices issued by the department, may change or negate any or all of the information contained in these materials.

In the event of inconsistency or omission, the language of the relevant Arizona statute, administrative rule or any formal written communication by the Arizona Department of Revenue will prevail.



# Instructions for Use:

To get the most of out this training, please do the following:

- Download the PDF
- View in Adobe
- If a banner appears at the top of the screen, click:
  - Options
  - Make this a trusted document
- Audio files will play as you progress through the training



# Agenda

- Key Terms
- Process Overview
- Ownership/POA
- AZTaxes.gov Online Registration
- Filing a Return
- Making a Payment
- Best Reporting Practices
- Resources





# Arizona Department of Revenue

## Compatible Web Browsers for ADOR

- For Macintosh & Windows Systems:
  - Google Chrome
  - Firefox

For optimal performance, Google Chrome is recommended.

At this time, users continue to report unpredictable results when using Safari or Microsoft Edge.



# Key Terms

- **General Accounting Office** = GAO
- **Federal Employer Identification Number** = FEIN or EIN
- **Business Account Update Form** = BAU
- **AZTaxes.gov**
  - Primary User (Security Administrator)
  - Web Account Manager = WAM
  - Delegate User
- **Transaction Privilege Tax** = TPT
- **Power of Attorney** = POA
- **Appointee** = a person that has been granted written permission to represent/act on behalf of the grantor
- **Arizona Financial Information System** = AFIS
- **Physical Nexus** = A business' presence in Arizona

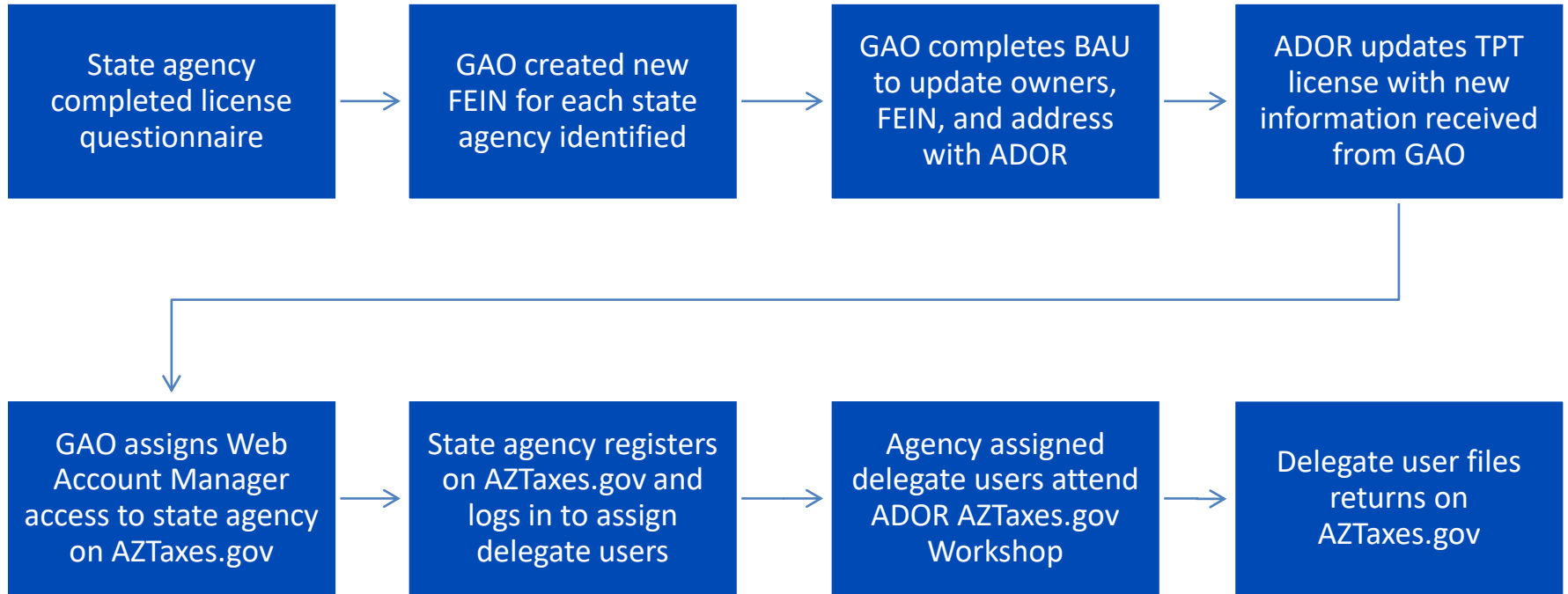




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# Historical Overview of the Onboarding Process

# Historical Process Overview



# Ownership and POA

GAO completed a **Business Account Update** (BAU) form to authorize **Web Account Manager** (WAM) access for each agency.

- In initiating the BAU update process, the information listed below was requested:
  - Name of agency WAM
  - Mailing and physical location address
  - Preferred TPT filing frequency (depending on annual tax liability)
- If a WAM must be updated, please submit a BAU to GAO

For questions relating to completing the BAU Form:

[AFIS.Operations@azdoa.gov](mailto:AFIS.Operations@azdoa.gov)



# Ownership and POA

The state agency WAM authorized **delegate user** access to designated individuals within the agency.

Delegate users logged on to AZTaxes.gov to complete their AZTaxes.gov account. When complete, the delegate user will be able to file on behalf of his/her agency.

If an agency chose not to authorize a delegate, the WAM may file the returns for the agency.



# Ownership and POA

## Power of Attorney Form (POA)

- Authorizes ADOR to release confidential information to your agency's appointee.
- There are many 285 forms available - choose the one that best suits the agency's needs.
- Cannot be completed online. Must be printed, completed and submitted.
  - State agency completes required information.
  - Submits to ADOA/GAO for signature.
  - ADOA/GAO will submit completed form to ADOR.

For questions relating to completing the POA Form:

[AFIS.Operations@azdoa.gov](mailto:AFIS.Operations@azdoa.gov)





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# Transaction Privilege Tax Features



# TPT Features

## Transaction Privilege Tax Features:

- Tax is on the privilege of engaging in certain taxable business activities in Arizona.
- Liability rests with seller or vendor.
  - May transfer cost of the tax to purchaser.
- Levied on the gross proceeds or gross income.



# TPT Features

## Taxable Activities:

There are many activities considered taxable.

Some examples:

- Retail
- Contracting
- Commercial Lease
- Personal Property Rentals
- Amusement
- Residential Rentals

For a more complete listing of taxable activities, see the current [tax rate table](#).



# TPT Features

## TPT vs. Use Tax:

- TPT – imposed upon income or proceeds derived from engaging in a taxable activity within the state.
- Use Tax – imposed upon the purchase of tangible personal property which is used, stored, or consumed in Arizona when the sale was not subject to the transaction privilege tax.



## Who pays Use Tax:

- An Arizona purchaser is liable for Use Tax on goods purchased from an out-of-state vendor that did not collect the tax.
- An Arizona purchaser is liable for Use Tax if they purchase goods using a Resale Certificate, and the goods are subsequently used, stored or consumed in Arizona contrary to the purpose stated on the certificate.





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## AZTaxes.gov New User Registration

# New User Registration

## Welcome to AZTaxes

### Notifications

IMPORTANT LICENSE FEE INFORMATION - If you are licensing for a city that has an additional city license fee, the city license fee per location may be billed to you separately within 45 days.

AZTaxes.gov only supports Internet Explorer 10 and 11, Google Chrome and Mozilla Firefox. Any other browsers used on this web application will have unexpected results.



### Individuals

- Where's My Refund?
- Make a Payment
- Cancel a Payment
- File Individual Income Tax
- View My 1099-G

### Payroll Service Companies

- Bulk File & Pay WTH Returns

### Businesses

- [Enroll to File and Pay Online](#)
- Verify a Transaction Privilege License
- Transaction Privilege and Use Tax Due Date Calendar
- [Login to AZTaxes](#)

### Resources

- Completing the TPT-2 in AZTaxes
- Publications
- Arizona Licensing Guide
- Business Tax Description Codes
- Frequently Asked Questions
- AZ Tax Rate Look Up
- Tutorials / YouTube
- Vehicle Use Tax Calculator

### Helpful Links

- IRS: Register for a New EIN
- DES - File Unemployment Tax Return



# New User Registration

## Welcome to AZTaxes User Account Registration

You will need to register for an AZTaxes account to use our business services. This is the first step in the AZTaxes account registration process. You must first enroll your email on AZTaxes to create an account to file and pay online. If you are currently enrolled, please click Cancel and login.

There are two different types of AZTaxes users: Primary and Delegate.

Primary User:

A Primary User maintains the entire online account and provides access to delegate users. There can only be one Primary User for each account. The Arizona Department of Revenue recommends that this be an officer/owner of the business.

Delegate User:

A Delegate User is given specific authority for business account functions by the Primary User. This type of user can be a CPA, Paid Preparer, office managers, additional officer/owner of the company, etc.

**Note: An AZTaxes account is not required to make Individual Income tax payments.**

Cancel

Continue



# New User Registration

## AZTaxes User Account Registration

Create a User Profile for your AZTaxes Account.

Fields marked with an asterisk are required.

User Information		
<b>First Name *</b>	<b>Middle Initial</b>	<b>Last Name *</b>
<input type="text" value="First Name"/>	<input type="text"/>	<input type="text" value="Last Name"/>
<b>Phone Number *</b>	<b>Extension</b>	
<input type="text" value="Phone Number"/>	<input type="text"/>	
<b>Email *</b>	<b>Confirm Your email *</b>	
<input type="text" value="Email Address"/>	<input type="text" value="Re-Enter Email"/>	
Your email will become your AZTaxes username.		
<input checked="" type="checkbox"/> * I accept the terms and conditions specified in the <a href="#">Terms of Use policy</a> .		

Register





# New User Registration

## AZTaxes Account Registration Confirmation

Thank you for creating an AZTaxes account.

You will receive two emails. The first email will include the confirmation of your AZTaxes username. The second email will include a temporary password. If you have not received these emails, check your spam folder. To ensure you receive emails from the Arizona Department of Revenue, add [noreply@azdor.gov](mailto:noreply@azdor.gov) to your contacts/safe senders list.

**In order to complete your registration, you will need to do the following:**

1. Log into [AZTaxes.gov](https://AZTaxes.gov) using your username and the temporary password.
2. Change your password, answer security questions and set up a Self-Select Personal Identification Number (PIN).
3. Associate an existing Corporate Income, Transaction Privilege or Withholding tax account to your AZTaxes account OR apply for a Transaction Privilege Tax license or a Withholding registration.



# New User Registration

## Registration Confirmation Part 1: User Name

Dear Customer:

Thank you for using AZTaxes.gov. Your username is: [sample@email.com](mailto:sample@email.com)

You will receive your temporary password in a separate email.

Arizona Department of Revenue  
Customer Care

Hours of Operation:

8:00 am - 5:00 pm

Monday through Friday

Phone: (602) 255-3381

Statewide toll-free 1 (800) 352-4090

This is an auto-generated response do not reply to this email.

## Registration Confirmation Part 1: Temporary Password

Dear Customer:

Thank you for using AZTaxes.gov. We have received the AZTaxes Registration filed on [ Date/Time ]. To continue your registration, please log into <https://AZTaxes.gov> using your username and your temporary password.

Your temporary password is:

[ Temporary Password ]

You will receive your username in a separate email. Upon log in you will be prompted to change your password, answer four security questions and choose an E-Signature Personal Identification Number (PIN).

Arizona Department of Revenue  
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Hours of Operation:

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Phone: (602) 255-3381

Statewide toll-free 1 (800) 352-4090

This is an auto-generated response do not reply to this email.



# New User Registration

## Business User Login

Email sample@email.com

Password ●●●●●●●●

Login



[Forgot Your Password?](#)

[New User Enrollment?](#)



# New User Registration


## Password Change

Please enter a new password below and confirm it. Passwords expire every 90 days.

Passwords are case sensitive and must contain at least one number, one letter and one special character from the 8 permitted special characters !@#\$%^&\*

Password length must be a minimum of 8 characters up to a maximum of 16. Previously used passwords are not permitted.

New Password \*

Confirm Password \*  

- ✓ Number
- ✓ Letter
- ✓ Special Character
- ✓ Password Length
- ✓ Passwords Match

Change Password



# New User Registration

## Password Change Successful

Your password has been changed successfully.  
Please click the Login button below to log back in.

Login



# New User Registration

## Congratulations!

Your email address is now enrolled to file and pay online!  
Now it is time to establish Security Questions.





---

## Set Security Questions

# Set Security Questions

**Q: Why do I need to establish security questions?**

A: The answers to your security questions will be used later if you need to reset your E-Signature PIN.





# Set Security Questions

## Security Questions

Please provide answers to the following security questions:

- \* Answers are case sensitive and cannot contain any special characters. Only use letters and/or numbers.
- \* The same answer cannot be repeated for more than one question.
- \* Once submitted, answers cannot be changed.
- \* The answers to your security questions will be used later if you need to reset your E-Signature PIN.

Security Question 1

In what city or town does your nearest sibling live? ▼

Answer 1 \*

LIVE

Security Question 2

What is the name of your favorite childhood teacher? ▼

Answer 2 \*

TEACHER

Security Question 3

What is your favorite city? ▼

Answer 3 \*

CITY

Security Question 4

What is your favorite food? ▼

Answer 4 \*

FOOD

Submit Answers



# Set Security Questions

## Congratulations!

You have successfully established your security questions!

Now it is time to create an E-Signature PIN.





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## E-Signature Pin

# E-Signature PIN

**Q: Why do I need to create an E-Signature PIN?**

A: This PIN must be used as an electronic signature anytime you file a return, submit an application or update your account.



# E-Signature PIN

## Create E-Signature PIN

**Please enter an E-Signature Personal Identification Number (PIN)**

The PIN is your electronic signature and is required to electronically sign your application and/or return.

- \* The PIN must be a minimum of 6 digits up to a maximum of 10 digits.
- \* Remember your PIN and keep it in a safe place.
- \* You can reset your PIN later by using your security questions.

**E-Signature PIN \***

**Re-enter E-Signature PIN \***

\* I accept the terms and conditions specified in the [Terms of Use policy](#).

Save E-Signature PIN



# E-Signature PIN

## E-Signature PIN Confirmation

You have successfully created your E-Signature PIN. This PIN will be used anytime you file a return, submit an application or update your account.

Continue



# E-Signature PIN

## Congratulations!

You have successfully established your E-Signature PIN!





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# AZTaxes.gov Online Registration Recap



# AZTaxes.gov Online Registration Recap

## AZTaxes.gov Online Registration

- Registering on AZTaxes is a 3-step process:
  - Enroll your user name.
  - Set up your e-signature pin.
  - Account Linking (will be completed by ADOR for web account managers **and** GAO.)
- If you have any difficulty logging in, please call Customer Care at (602)255-3381.





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# Filing a Return

# Filing a Return

State of Arizona Department of Revenue

www.aztaxes.gov

Home License Verification Individual Help AZ Links Login

## Welcome to AZTaxes

**Notifications**

IMPORTANT LICENSE FEE INFORMATION - If you are licensing for a city that has an additional city license fee, the city license fee per location may be billed to you separately within 45 days.  
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**irs e file**

**ARIZONA OPENBOOKS**  
OpenBooks.az.gov  
Arizona's Official Transparency Website

**Individuals**

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**Resources**

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**Helpful Links**

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- DES - File Unemployment Tax Return

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# Filing a Return

## Business User Login

sample@email.com

●●●●●●●●●●

Login



[Forgot Your Password?](#)

[New User Enrollment?](#)



# Filing a Return

Businesses

Business Registration ▶

E-Filed Documents ▶

Reset Pin


## Business List

• Please select a business and click View to view the tax accounts for the business. Once a business is selected, you will have access to account inquiry, account management, online filing and electronic payments.

Business Registration Status

Show  entries

Search:

Business Name	ID Type	Entity ID	Primary Address	Actions
[SAMPLE BUSINESS NAME]	SSN	[ID # SHOWN HERE]	[ADDRESS LINE - 1] [ADDRESS LINE - 2]	 <a href="#">View</a>

Showing 1 to 1 of 1 entries

Previous  Next



# Filing a Return

Businesses

Accounts

File ▾

Transaction Privilege and Use Tax Return

Pay ▶

Payment History

Messages ▶

Business Registration ▶

E-Filed TPT Return History

E-Filed Documents ▶

Reset Pin

## Business Details

[SAMPLE BUSINESS NAME]

**Taxpayer ID:** [ID # SHOWN HERE]    **Primary Address:** [BUSINESS ADDRESS SHOWN HERE]

- Click Account Details to view a financial summary of the account.
- Search by any field (Account, Balance or Pending Payment).

[Account Update](#)




Show  entries Search:

Account	Status	Balance	Pending Payment	Actions
TRANSACTION PRIVILEGE AND USE TAX LICENSE: [ID # SHOWN HERE]	ACTIVE	\$0.00	\$0.00	<a href="#">Account Details</a> <a href="#">Locations Details</a>

Showing 1 to 1 of 1 entries Previous  Next



# Filing a Return

Businesses	<h2>File a Return - Account / Period Selection</h2> <p>[SAMPLE BUSINESS NAME]</p> <hr/> <p><b>Taxpayer ID:</b> [ID # SHOWN HERE]      <b>Primary Address:</b> [BUSINESS ADDRESS SHOWN HERE]</p> <hr/> <p><b>Transaction Privilege and Use Return</b></p> <p>Select the License number, Year and Month for the return you wish to file. Click Continue to begin filing the return.</p> <ul style="list-style-type: none"><li>• If you are a quarterly filer, enter a return for the last month of the quarter.</li><li>• If you are an annual filer, enter a return for the last month of the year.</li></ul> <p>Select <b>Close Your Account</b> to cancel your license.</p> <div style="border: 1px solid gray; padding: 10px;"><p><b>License *</b> [TPT # SHOWN HERE] ▼ </p><p><b>Year *</b> 2019 ▼ </p><p><b>Month *</b> November ▼ </p><p><input type="checkbox"/> <b>Close Your Account - This will be your final return</b></p></div>
Accounts	
File ▶	
Pay ▶	
Payment History	
Messages ▶	
Business Registration ▶	
E-Filed TPT Return History	
E-Filed Documents ▶	
Reset Pin	



# Filing a Return

Businesses

Accounts

File ▶

Pay ▶

Payment History

Messages ▶

Business Registration ▶

E-Filed TPT Return History

E-Filed Documents ▶

Reset Pin

## File a Return - Account / Period Selection

[SAMPLE BUSINESS NAME]

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**Taxpayer ID:** [ID # SHOWN HERE]      **Primary Address:** [BUSINESS ADDRESS SHOWN HERE]

---

**Transaction Privilege and Use Return**

Select the License number, Year and Month for the return you wish to file. Click Continue to begin filing the return.

- If you are a quarterly filer, enter a return for the last month of the quarter.
- If you are an annual filer, enter a return for the last month of the year.

Select **Amended Return** to change the figures on a previously filed return.  
Select **No Gross Receipts to Report** to file a return with zero tax liability.  
Select **Close Your Account** to cancel your license.

**License \*** [TPT # SHOWN HERE] ▼


**Year \*** 2019 ▼

**Month \*** November ▼

**Amended Return**

**No Gross Receipt to Report**

**Close Your Account - This will be your final return**

 [Continue](#)





# Filing a Return

Businesses

Accounts

File ▶

Pay ▶

Payment History

Messages ▶

Business Registration ▶

E-Filed TPT Return History

E-Filed Documents ▶

Reset Pin

## Transaction Privilege and Use Return - Transaction Detail

### Location List

[SAMPLE BUSINESS NAME]

Taxpayer ID: [ID # SHOWN HERE]

License: [TPT # SHOWN HERE]

Filing Period: 11/01/2019 – 11/30/2019

Mailing Address: [BUSINESS ADDRESS SHOWN HERE]

- As part of location based reporting on your Transaction Privilege tax return, it is important to report your tax per location.
- Below are the Location(s) on record with the Department and the assigned Location Code(s). If your location is not listed you can add it by clicking [Business Account Update](#).
- Click View Line Items to view the regions/business codes connected to that specific location.
- You must enter a gross amount for at least one location before you can click Continue.

Show 5 entries

Search:

Location	Doing Business As	Line Item Count	Total Tax Due	Actions
001	[SAMPLE BUSINESS #1]	2	\$0.00	<a href="#">View Line Items</a>

Previous 1 Next

Cancel

Continue



# Filing a Return

- Businesses
- Accounts
- File >
- Pay >
- Payment History
- Messages >
- Business Registration >
- E-Filed TPT Return History
- E-Filed Documents >
- Reset Pin

## Transaction Privilege and Use Return - Transaction Detail

### Line Items

[SAMPLE BUSINESS NAME]

Taxpayer ID: [ID # SHOWN HERE] License: [TPT # SHOWN HERE]  
Filing Period: 11/01/2019 - 11/30/2019 Location: 001 - [SAMPLE BUSINESS #1] Mailing Address: [BUSINESS ADDRESS SHOWN HERE]

- To report tax on a Line Item, click Edit link or to add a new Line Item, click Add New Line Item button.
- To delete a single Line Item, click Delete link or to delete all Line Items, click Delete All Line Items button.
- Search by a Region, Business Description, Gross, Total Deduction, Net Taxable amount, Total Tax or Credit
- Use the AZ Tax Rate Look Up to find your corresponding tax rate.
- To file for additional locations, click Return To Location List button.
- To submit your return, click Return To Location List button, to complete your return.

#### AZ Tax Rate Look Up

Show  entries

Search:

Region	Business Description	Gross	Total Deduction	Net Taxable	Total Tax	Credit	Actions
COUNTY	RETAIL - 017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Edit / Delete</a>
CITY	RETAIL - 017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Edit / Delete</a>

Showing 1 to 2 of 2 entries

Previous  Next

- Add Line Item
- Delete All Line Items
- Return to Location List



# Filing a Return

[SAMPLE BUSINESS NAME]


**Taxpayer ID:** [ID # SHOWN HERE]      **License:** [TPT # SHOWN HERE]  
**Filing Period:** 11/01/2019 - 11/30/2019      **Location:** 001 - [SAMPLE BUSINESS #1]      **Mailing Address:** [BUSINESS ADDRESS SHOWN HERE]

- If a Region is preselected, add your gross to begin reporting tax.
- If a Region is not preselected, select a Region and Business Description to begin entering your data.
- To enter Deductions, click Add Deductions. A form will open with a list of possible deductions for the region/business code.
- Use the AZ Tax Rate Look Up to find your corresponding Arizona state/county/reservation and city transaction privilege and use tax rate.

[AZ Tax Rate Look Up](#)

<b>Region</b>	[COUNTY]
<b>Business Description</b>	RETAIL

<b>Gross</b>	\$ [ 1000.00 ]
<b>Deductions</b>	\$ [ 0 ] <b>Add Deductions</b> 
<b>Net Taxable</b>	\$ [ 1,000.00 ]
<b>Tax Rate</b>	[ 6.300 ] %
<b>Total Tax</b>	\$ [ 63.00 ]
<b>Credit Rate</b>	[ 0.0560 ] %
<b>Credit</b>	\$ [ 0 ]

**Save And Add New Line Item**    **Save And Close**    **Delete**



# Filing a Return

Region: COUNTY Business Description: RETAIL

551  ←

Deduction Code	Exemption and Deductions	Deduction Amount
501	MV MFTR CASH REBATE Assigned to SELLER	<input type="text" value="0.00"/>
503	RESALE – Sales for Resale	<input type="text" value="0.00"/>
504	RET: INTERSTATE COMMERCE Sales	<input type="text" value="0.00"/>
505	RET: COLLEGE TEXTBOOKS required	<input type="text" value="0.00"/>
506	FOOD RETAIL Sales for HOME PREP	<input type="text" value="0.00"/>
507	FOOD RETAIL Sales to RESTAURANT	<input type="text" value="0.00"/>

1 2 3 4 Next Last

←

Gross \$

Total Deductions \$



# Filing a Return

Region: COUNTY

Business Description: RETAIL

Search Deduction Code

Show All

Deduction Code

Exemption and Deductions

Deduction Amount

551 TAX COLLECTED or FACTORED included in Gross Receipts

Gross \$

Total Deductions \$

Cancel

Continue



# Filing a Return

[SAMPLE BUSINESS NAME]

Taxpayer ID: [ID # SHOWN HERE] License: [TPT # SHOWN HERE]  
Filing Period: 11/01/2019 - 11/30/2019 Location: 001[SAMPLE BUSINESS #1] Mailing Address: [BUSINESS ADDRESS SHOWN HERE]


- If a Region is preselected, add your gross to begin reporting tax.
- If a Region is not preselected, select a Region and Business Description to begin entering your data.
- To enter Deductions, click Add Deductions. A form will open with a list of possible deductions for the region/business code.
- Use the AZ Tax Rate Look Up to find your corresponding Arizona state/county/reservation and city transaction privilege and use tax rate.

AZ Tax Rate Look Up

Region	<input type="text" value="[COUNTY]"/>
Business Description	<input type="text" value="RETAIL"/>

Gross	\$ <input type="text" value="1000.00"/>
Deductions	\$ <input type="text" value="86.00"/> <input type="button" value="Add Deductions"/>
Net Taxable	\$ <input type="text" value="914.00"/>
Tax Rate	<input type="text" value="6.300"/> %
Total Tax	\$ <input type="text" value="57.58"/>
Credit Rate	<input type="text" value="0.0560"/> %
Credit	\$ <input type="text" value="0.00"/>





# Filing a Return

## Transaction Privilege and Use Return - Transaction Detail

### Line Items

[SAMPLE BUSINESS NAME]

Taxpayer ID: [ID # SHOWN HERE] License: [TPT # SHOWN HERE]  
Filing Period: 11/01/2019 - 11/30/2019 Location: 001 - [SAMPLE BUSINESS #1] Mailing Address: [BUSINESS ADDRESS SHOWN HERE]

- To report tax on a Line Item, click Edit link or to add a new Line Item, click Add New Line Item button.
- To delete a single Line Item, click Delete link or to delete all Line Items, click Delete All Line Items button.
- Search by a Region, Business Description, Gross, Total Deduction, Net Taxable amount, Total Tax or Credit
- Use the AZ Tax Rate Look Up to find your corresponding tax rate.
- To file for additional locations, click Return To Location List button.
- To submit your return, click Return To Location List button, to complete your return.

#### AZ Tax Rate Look Up

Show  entries

Search:

Region	Business Description	Gross	Total Deduction	Net Taxable	Total Tax	Credit	Actions
COUNTY	RETAIL - 017	\$1,000.00	\$86.00	\$914.00	\$57.58	\$0.00	<a href="#">Edit / Delete</a>
CITY	RETAIL - 017	\$1,000.00	\$86.00	\$914.00	\$21.02	\$0.00	<a href="#">Edit / Delete</a>

Showing 1 to 2 of 2 entries

Previous  Next

Add Line Item

Delete All Line Items

Return to Location List

- Businesses
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- E-Filed TPT Return History
- E-Filed Documents >
- Reset Pin



# Filing a Return

## Transaction Privilege and Use Return - Transaction Detail

### Location List

[BUSINESS NAME SHOWN HERE]

**Taxpayer ID:** [ID # SHOWN HERE]

**License:** [TPT # SHOWN HERE]

**Filing Period:** 11/01/2019 – 11/30/2019

**Mailing Address:** [BUSINESS ADDRESS SHOWN HERE]

- As part of location based reporting on your Transaction Privilege tax return, it is important to report your tax per location.
- Below are the Location(s) on record with the Department and the assigned Location Code(s). If your location is not listed you can add it by clicking [Business Account Update](#).
- Click View Line Items to view the regions/business codes connected to that specific location.
- You must enter a gross amount for at least one location before you can click Continue.

Show 5 entries

Search:

Location	Doing Business As	Line Item Count	Total Tax Due	Actions
001	[SAMPLE BUSINESS NAME]	2	\$78.60	

Previous 1 Next

Cancel

Continue





# Filing a Return

## Transaction Privilege and Use Return - Excess Tax

[BUSINESS NAME SHOWN HERE]

**Taxpayer ID:** [ID # SHOWN HERE]

**License:** [TPT # SHOWN HERE]

**Filing Period:** 11/01/2019 – 11/30/2019

**Mailing Address:** [BUSINESS ADDRESS SHOWN HERE]

- If you collected more tax than is calculated as due, the combined excess must be reported and paid to the Department of Revenue.
- To report the excess tax on your return, enter the required information below.
- Report State/County/Reservation excess tax on the State Excess Tax field.
- Report City excess tax on the City Excess Tax Field.

<u>Do you have...</u>	<u>No</u>	<u>Yes</u>	<u>If Yes, Enter Amount</u>
City Excess Tax?	<input type="radio"/>	<input checked="" type="radio"/>	\$ <input type="text" value="0.00"/>
State/County Excess Tax?	<input type="radio"/>	<input checked="" type="radio"/>	\$ <input type="text" value="0.00"/>
State Excess Tax Accounting Credit Rate			0.01
State Excess Credit			\$ <input type="text" value="0.00"/>

Previous

Continue



# Filing a Return

### Taxes

Tax	\$78.60
State/County Excess Tax	\$0.00
City Excess Tax	\$0.00
<b>Total Tax</b>	<b>\$78.60</b>


### Credits


Fully Paid And Timely Filed Credit	\$0.00
State Excess Accounting Credit	\$0.00
<b>Total Accounting Credits</b>	<b>\$0.00</b>

### Other Payments

Penalty	\$ <input type="text" value="0.00"/>
Interest	\$ <input type="text" value="0.00"/>
<b>Amount Due</b>	<b>\$78.60</b>

### E-Signature PIN

**E-Signature PIN** ([Reset Pin](#)) 

The taxpayer designates the individual listed below as the person to contact to schedule an audit of this return and authorizes the disclosure of confidential information to this individual. 

[Previous](#) [View Schedule A](#) [Review Line Items](#) [Save](#) [Submit](#)



# Filing a Return

Businesses

Accounts

File ▶

Pay ▶

Payment History

Messages ▶

Business Registration ▶

E-Filed TPT Return History

E-Filed Documents ▶

Reset Pin

## Transaction Privilege and Use Return

[BUSINESS NAME SHOWN HERE]

Taxpayer ID: [ID # SHOWN HERE]

License: [TPT # SHOWN HERE]

Filing Period: 11/01/2019 – 11/30/2019 Mailing Address: [BUSINESS ADDRESS SHOWN HERE]

### Return Confirmation

Your TPT Return has been submitted. Your confirmation number is [CONFIRMATION #] . Please have this number available if contacting the Arizona Department of Revenue about this transaction.

The liability on the return is: **\$78.60**.

**Please note:** If the return is not timely filed and fully paid your accounting credit will be forfeited. If paying via AZ Taxes, the payment must be received/settled on or before the last business day of the month.

- To make a payment at this time please click the Make a Payment button.
- To make a payment later, click the Pay Outstanding Liabilities under Pay on the left menu.

[Make a Payment](#)

- This form has been electronically filed. To view a copy of your return, click E-Filed TPT Return History on the left menu. Returns may take up to 24 hours before available.
- To make a payment by mail, remit payment to:  
ATTN: Transaction Privilege & Use Tax  
P.O. Box 29010  
Phoenix, AZ 85038-9010

**Note:** If mailing a payment, please write the above confirmation number on check.

Should you have questions concerning this transaction, please [Contact Us](#).



# Filing a Return

## Congratulations!

You have successfully submitted an electronic Transaction Privilege Tax return!





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# Making a Payment

# Making a Payment

Businesses

Accounts

File ▶

Pay ▶

Payment History

Messages ▶

Business Registration ▶

E-Filed TPT Return History

E-Filed Documents ▶

Reset Pin

## Transaction Privilege and Use Return

[BUSINESS NAME SHOWN HERE]

Taxpayer ID: [ID # SHOWN HERE]

License: [TPT # SHOWN HERE]

Filing Period: 11/01/2017 - 11/30/2017

Mailing Address: [BUSINESS ADDRESS SHOWN HERE]

### Return Confirmation

Your TPT Return has been submitted. Your confirmation number is CONFIRMATION #. Please have this number available if contacting the Arizona Department of Revenue about this transaction.

The liability on the return is: **\$78.60**.

**Please note:** If the return is not timely filed and fully paid your accounting credit will be forfeited. If paying via AZ Taxes, the payment must be received/settled on or before the last business day of the month.

- To make a payment at this time please click the Make a Payment button.
- To make a payment later, click the Pay Outstanding Liabilities under Pay on the left menu.

[Make a Payment](#)

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**Note:** If mailing a payment, please write the above confirmation number on check.

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# Making a Payment

Payments are completed in AFIS using an Internal Exchange Transaction (IETAT) or an Internal Exchange Transaction – Use Tax (IETUT) document.

- IETAT is used when the use tax liability is not recorded in AFIS on Balance Sheet Account (BSA) 1616.
- IETUT is used when the use tax liability is recorded in AFIS BSA 1616 via the Arizona Procurement Portal (APP.)

**For additional assistance, please refer to the Monthly Process of Collecting and Paying Use Tax quick reference guide available on the GAO website.**



# Making a Payment

Internal Exchange Transaction - Automated Transfer(IETAT) Dept: RVA ID: 190000002084 Ver.: 1 Function: New Phase: Pending Modified by 24819 , 05/24/2019

Header 1

General Information | 1st Party Information | Extended Description | Document Information

Document Name: Use Tax - april

Record Date:

Budget FY: 2019

Fiscal Year:

Period:


Document Description: Use Tax - April - aztaxes conf. # [confirmation number here]

Actual Amount: \$19.64

Initiator: Provider/Seller

Delivery Date:

Additional Information:







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# Best Reporting Practices

# Best Reporting Practices

## Filing Frequency

Filing Frequency	Liability Threshold
Annual	Less than \$2,000
Quarterly	\$2,000-\$8,000
Monthly	More than \$8,000

Estimated annual combined state, county, and municipal tax liability.



# Best Reporting Practices

## Return and Payment Due Dates

- Returns are due by the 20<sup>th</sup> of the month following the reporting period.
- Delinquent if not received by the last business day of such month.
- The return must be filed even when no sales have been made.
- Payments to AFIS should be paid the day before the last business day of the month.



# Best Reporting Practices

## Accounting Credit

- A credit given to timely filers.
- Timely electronic filers receive an increased accounting credit of 1.2 percent for up to \$12,000 for the year.
- Timely paper filers receive an accounting credit of 1 percent up to \$10,000 for the year.
- Not all business activity codes are entitled to the credit.
- Accounting credits can only be claimed at the state level.





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# Resources

# Contact Resources

## For Assistance:

please email the appropriate resource from the list below

- Questions relating specifically to taxation and your agency: [AskTaxPolicy@azdor.gov](mailto:AskTaxPolicy@azdor.gov)
- Question relating specifically to misapplied payments: [StateAgencyUseTaxReturns@azdor.gov](mailto:StateAgencyUseTaxReturns@azdor.gov)
- Questions relating specifically to Collections: [FieldCollectionsTeam@azdor.gov](mailto:FieldCollectionsTeam@azdor.gov)
- Questions relating to completing BAU or POA forms: [AFIS.Operations@azdoa.gov](mailto:AFIS.Operations@azdoa.gov)
- Questions relating completion of forms, please call 602-255-3381



# AZTaxes.gov Resources

## Visit [AZDOR.gov](http://AZDOR.gov):

### Tutorials

- [AZTaxes New User Enrollment](#)
- [AZTaxes Requesting Delegate User Access](#)
- [AZTaxes Approving Delegate User Access](#)
  - [AZTaxes Filing a Return](#)
- [Step-by-Step Guide – Setup Your AZTaxes.gov Account](#)
- [Step-by-Step Instructions to Completing the TPT-2 Form](#)
  - [Common TPT Errors and How to Avoid Them](#)

### Forms

- [BAU](#)
- [POA](#)

### Tax Rates:

### [Tax Rate Tables](#)

## Visit [AZTaxes.gov](http://AZTaxes.gov):

- [Enroll to File](#)
- [Verify a TPT License](#)
- [Business Tax Description Codes](#)
  - [Due Date Calendar](#)
  - [Arizona Tax Rate Look Up](#)
  - [Frequently Asked Questions](#)



# Arizona Department of Revenue

**THANK  
YOU**

