



# New State Agency AZTaxes.gov Onboarding Checklist

This checklist is used by new state agencies created by Arizona Legislation and provides the steps necessary for new state agency's to obtain a TPT license from ADOR for the purpose of filing/paying Transaction Privilege and Use Tax.

Completed:	Onboarding Tasks:
<input type="checkbox"/>	Arizona Department of Administration (ADOA)/General Accounting Office (GAO) requests EIN from the IRS
<input type="checkbox"/>	ADOA completes the Joint Tax Application (JT-1) online at AZTaxes.gov to obtain a Transaction Privilege Tax (TPT) license number on behalf of the new agency
<input type="checkbox"/>	ADOA logs into AZTaxes.gov and adds Web Account Manager (WAM) as necessary <b>Resources:</b> <a href="#">Requesting Delegate User Access</a> <a href="#">Authorizing Delegate User Access</a> *ADOA makes the determination if agency personnel will be listed as an officer or a WAM. If agency personnel are only going to be WAM, ADOA must set up the account on AZTaxes.gov. Agency WAM is then responsible for adding additional delegate users.
<input type="checkbox"/>	ADOA emails new state agency's WAM or officer to provide agency's TPT license number and TPT filing frequency *TPT filing frequency is determined by your annual TPT liability. See JT-1 for more information.
<input type="checkbox"/>	Begin filing TPT returns using AZTaxes.gov <b>Resources:</b> <a href="#">Video Tutorial</a> <a href="#">Step-by-Step Job Aid</a> *When completing the TPT return, before submitting, please check the box designating that you may contact ADOR to discuss the information included in this return.
<input type="checkbox"/>	Obtain the confirmation number from the AZTaxes.gov filing and log into the Arizona Financial Information System (AFIS) to make payment <b>Resources:</b> <a href="#">AFIS Training Resources</a> *For additional assistance, please refer to the <a href="#">Monthly Process of Collecting and Paying Use Tax quick reference guide</a> available on the GAO website.
<input type="checkbox"/>	Place the AZTaxes.gov confirmation number from the TPT return filing in the Document Description box on the AFIS payment document
<input type="checkbox"/>	AFIS Transfer Request is sent, through the AFIS system, to ADOR's Revenue Accounting team for processing
<input type="checkbox"/>	ADOR's Revenue Accounting team uses the AZTaxes.gov confirmation number to apply the payment to the corresponding TPT return *ADOR's Revenue Accounting team is the only unit in ADOR that can track all pieces of an AFIS payment.
<input type="checkbox"/>	<b>Resources:</b> AZTaxes.gov Onboarding for State Agencies training