



**AZTaxes.gov**

*Education & Outreach*

# Arizona Department of Revenue

## **Our Statutory Responsibilities:**

Where tax law is unclear, outpaced by technical innovation and policy-makers wishing to make changes to the tax code, the department stands ready to help lawmakers devise new legislation that provides much-needed clarity and direction. In legislative matters, the department's sole focus is to help lawmakers develop tax bills that are technically sound and administratively feasible to execute, regardless of the policy objective.



# Parking Lot

## Items Parked:

- Off-Topic/Unrelated
- Addressed Later in Agenda
- Requiring Follow Up



# Arizona Department of Revenue

## [AZTaxes.gov](http://AZTaxes.gov) Compatible Web Browsers:

- **For Mac & Windows Systems:**
  - Google Chrome
  - Firefox
  - Internet Explorer
  - Microsoft Edge

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



# Agenda

- [New User Registration](#)
- [Applying for a License](#)
- [Linking a License](#)
- [Filing a Return](#)
- [Making a Payment](#)
- [Mandatory Requirement to File and Pay Online](#)





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## New User Registration

# New User Registration

## Welcome to AZTaxes

### 📢 Notifications

- **Notice:** License Renewals: If you have not renewed your 2023 State TPT License, penalties will be applied and you will not receive your license until all renewal fees are paid. Pay the renewal fees on AZTaxes today to avoid further penalties.
- **Notice:** Browser Compatibility: 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.
- **Notice:** Troubleshooting: If you are having issues with the site, try another browser, clear your internet history / cache, or edit your bookmark to the updated AZTaxes.



### 👤 Quick Payment Links

- 📌 Make an Individual/Small Business Income Payment
- 📌 Make a Corporation/S-Corporation/Partnership Payment
- 📌 Make a Transaction Privilege/Use Tax Payment

### 📌 Helpful Links

- IRS: Register for a New EIN
- DES - File Unemployment Tax Return
- ACA: COVID-19 Arizona Business Resources
- IRS: People First Initiative

### 👤 Individuals

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

### 🏢 Corporation/S-Corporation/Partnerships

- Cancel a Payment

### 💰 Payroll Service Companies

- Bulk File & Pay WTH Returns

### 🏢 Businesses

- Enroll to File and Pay Online
- Verify a Transaction Privilege License
- View City/Town Tax Rate Changes
- Application to Certify Your Individual-Owned Shared Vehicle for Peer-to-Peer Car Sharing
- Transaction Privilege and Use Tax Due Date Calendar
- Withholding 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



# 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		
First Name *	Middle Initial	Last Name *
<input type="text" value="First Name"/>	<input type="text"/>	<input type="text" value="Last Name"/>
Phone Number *	Extension	
<input type="text" value="Phone Number"/>	<input type="text"/>	
Email *	Confirm Your email *	
<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  
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.



# 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!



[\\*Click here to return to the agenda.](#)







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## Applying for a License

# Applying for a License

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.  
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.

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

**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
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- Transaction Privilege and Use Tax Due Date Calendar
- [Login to AZTaxes](#)

**Resources**

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- 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

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# Applying for a License

## Business User Login



[Forgot Your Password?](#)

[New User Enrollment?](#)



# Applying for a License

Businesses

Business Registration ▶

Reset Pin

## AZTaxes Online Services for Businesses

### Primary AZTaxes User Access Request

**New Business**

Apply for a Transaction Privilege/Use tax license with or without Withholding/Unemployment tax number [Apply Now](#)

Apply for a Withholding/Unemployment tax number [Apply Now](#)

**Existing Business**

Associate your Transaction Privilege/Use, Withholding or Corporate tax account to your AZTaxes account  
(Note: You can only have one AZTaxes Primary User per tax account. Additional users will need to request delegate access.) [Link Accounts](#)

Change the [Primary User](#) Account for your Transaction Privilege/Use, Withholding or Corporate tax account  
(Note: This is a manual process. Please fill out the Business Account Update Form, request an authorized user to sign and send to the address listed on the form.) [Business Account Update](#)

### Delegate AZTaxes User Access Request

Request [Delegate User](#) access to a Transaction Privilege/Use, Withholding or Corporate tax account [Request Access](#)

(Note: Delegate access can only be approved by an AZTaxes Primary User for that tax account. If a Primary AZTaxes User does not exist for your business, please have an owner/officer apply.)



# Applying for a License

- Businesses
- Business Registration ▾
  - Register New Business
  - Register New Business with Withholding Only
  - Business Account Linking
  - Delegate access request
  - Check Registration Status
- Reset Pin

## Welcome to the Arizona Joint Tax Application

**Attention! If you are a contractor, you will be unable to complete your application online. Additional paperwork is required.** Prior to the issuance of a Transaction Privilege Tax license, new or out-of-state contractors may be required to post a Taxpayer Bond for Contractors unless the contractor qualifies for an exemption from the bonding requirement. Refer to the publication, Taxpayer Bonds, available online at [www.azdor.gov](http://www.azdor.gov) or in Arizona Department of Revenue offices.

For questions, please call 602-255-3381.

If you are not a construction contractor, owner/builder or speculative builder click continue below.

Cancel

Continue



# Applying for a License

## Welcome to the Arizona Joint Tax Application

The Joint Tax Application is used to apply for a license for Transaction Privilege and Use Tax, and to apply for certification for Arizona Withholding Tax and Unemployment Insurance. The application is called "Joint" because it is used by both the Departments of Revenue and Economic Security.

### Information Needed to Get Started

When you are applying for a Transaction Privilege/Use Tax license or registering for Withholding/Unemployment Insurance, specific information will be required in the application process. The following is a checklist of general information that you may need before you begin:

- Federal Employer Identification Number (FEIN)
- The type of Business Organization (Corporation, Sub Chapter S Corporation, Limited Liability Company, Limited Liability Partnership, Sole Proprietor, etc)
- Legal Business Name of your business
- For Corporations and Sub Chapter S Corporations: State and date incorporated
- Address where you would like to receive mail
- Doing Business As Name(s), location address and the Arizona county for each business associated with this account
- North American Industry Classification System (NAICS) code
- Business code(s) that describe your taxable business activities
- Name, address, phone number and social security numbers of owner(s), partner(s), corporate officer(s), member(s) or manager(s)
- Name, address, and phone number of the person(s) who maintains the books and records
- If you purchased your company, the name, address, phone number and FEIN of the previous business

Please note: All fees must be paid before the application will process.

Cancel

Continue



# Applying for a License

**Taxpayer** Owner List TPT Information WTH Address Information Location List Fee Summary

\* Indicates Required Field

### Taxpayer Information

Type Of Organization/Ownership * Select Type of Business	<input type="radio"/> Employer Identification Number <input type="radio"/> Social Security Number	Tax ID (Numbers Only) * <a href="#">Register for a new EIN</a>
Legal Business Name *	Business Description *	Date Business Started in Arizona * MM/DD/YYYY

### NAICS Choices:

Maximum number of NAICS codes allowed = 4

NAICS Sectors * 11: Agriculture, Forestry, Fishing and Hunting 21: Mining, Quarrying, and Oil and Gas Extraction 22: Utilities 31-33: Manufacturing 42: Wholesale Trade 44-45: Retail Trade 48-49: Transportation and Warehousing	NAICS Codes * 440000: Health and Personal Care Stores 447000: Gasoline Stations 448000: Clothing and Clothing Accessories Store 448100: Clothing Stores 448200: Shoe Stores 448300: Jewelry, Luggage, and Leather Goods S 451100: Sporting Goods, Hobby, and Musical Inst 451200: Book Stores and News Dealers <input type="button" value="Add NAICS Code"/>	NAICS Codes Selected * Enter NAICS Code
--	---	--

The North American Industry Classification System (NAICS) is the standard used to classify business establishments for the purpose of collecting, analyzing and publishing statistical data related to the economy. Please enter the North American Industries Classification System (NAICS) code identified for your business activity. Select the NAICS code that most accurately describes the major business activity or principal product you manufacture, commodity sold, or services performed. Your description of the business is very important because it determines your transaction privilege tax rate.



# Applying for a License

• Identify the Owner, Partners, Corporate Officers, Members/Managing Members or Officials of this business.

\* Indicates Required Field

## Add Owner Information

Last Name \*

Taxpayer

First Name \*

Johnny

MI

Social Security Number \*

000-00-0000

Title \*

OWNER

Percent Owned \*

100

## Complete Residence Address

Country \*

USA

Address Line 1 \*

Enter Owner Street Address

Address Line 2

City \*

Enter City

State \*

ARIZONA

Zip Code \*

00000-0000

Contact Phone Number

(000) 000-0000

Contact Fax Number

(000) 000-0000

Cancel

Save





# Applying for a License

Taxpayer

**Owner List**

TPT Information

WTH

Address Information

Location List

Fee Summary

- If you have more than one owner, click Add Owner and enter the information for each additional owner.
- If you only have one owner and you've already entered that information, click Continue.
- Use Search to search and display specific information by field.

Show 5 entries

Search:

First Name	Last Name	Social Security Number	Owner Title	Actions
Johnny	Taxpayer	[SSN Shown Here]	MEMBER	<a href="#">Edit</a>   <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Back

Continue

Add Owner



# Applying for a License

Taxpayer

Owner List

**TPT Information** 

WTH

Address Information

Location List

Fee Summary

**Transaction Privilege Tax (TPT)** is imposed on the seller for doing business in the state. However, the cost of tax may be passed on to the customer. Various business activities are subject to transaction privilege tax. Persons engaged in business under one of the taxable business activities are required to obtain a transaction privilege tax license. Taxable business activities include retail sales, restaurants/bars, hotel/motel (transient lodging), commercial lease, amusements, personal property rentals, contracting, severance (metal mining), nonmetal mining, job printing, publishing, utilities, communications, etc. For a complete list of business activities, visit [www.azdor.gov](http://www.azdor.gov). A transaction privilege tax license certificate must be obtained for each location at which the business is conducted. License fees are assessed per location and/or jurisdiction.

**Use Tax** is the companion tax to transaction privilege tax. Businesses (or individuals) making out-of-state purchases for their own use – not for resale – on which no tax has been paid, are required to pay the use tax. Payment and reporting requirements are the same as for transaction privilege tax. There is no license fee for a use tax license. Use tax is also imposed on items taken out of inventory for a company's own use.

**Transaction Privilege Tax (TPT) for Cities Only** is used when there is a difference of taxability of transactions imposed on the seller for doing business in the state and the cities. Taxable business activities include advertising, residential rental, timbering and other extraction, etc. For a complete list of business activities, visit [www.azdor.gov](http://www.azdor.gov). A transaction privilege tax license certificate must be obtained for each location at which the business is conducted. License fees are assessed per location and/or jurisdiction.

## Transaction Privilege and Use Tax Information


TPT  Use Tax  TPT for Cities Only

Back

Save & Continue 



# Applying for a License

Transaction Privilege and Use Tax Information		
<input checked="" type="checkbox"/> TPT <input type="checkbox"/> Use Tax <input type="checkbox"/> TPT for Cities Only		
Date Sales Began *	What is your estimated tax liability for your first twelve months of business? *	TPT Filing Method *
<input type="text" value="11/01/2019"/>	<input type="text" value="5000.00"/>	<input checked="" type="radio"/> Cash <input type="radio"/> Accrual
Does your business sell new motor vehicle tires or vehicles? *		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Does your business sell tobacco products? *		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Choose your filing frequency.		
<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Annual <input type="radio"/> Seasonal		
<input type="button" value="Back"/>	<input type="button" value="Save &amp; Continue"/>	



# Applying for a License

Taxpayer > Owner List > TPT Information > **Address Information** > Location List > Fee Summary

### Mailing Address Information

Country *		
USA		
Address Line 1 *	Address Line 2	
Enter Address Here		
City *	State *	Zip Code *
Enter City Here	ARIZONA	00000-0000
Contact Phone Number *	Contact Fax Number	Email *
(000) 000-0000		enteremailaddress@domain.com

### Please identify the location of the tax records

Same as Mailing Address  
*(Please provide physical address not P.O. Box address.)*

Name of company or person to contact *	Contact Phone Number *	Contact Fax Number
Country *		
USA		
Address Line 1 *	Address Line 2	
City *	State *	Zip Code *

Back Save & Continue ←



# Applying for a License


### Add Location Information

**Doing Business As \***  
  This is a Non-Arizona address

**Address Line 1 \***  **Address Line 2**

**City \***  **Zip Code \***

**Contact Phone Number \***

[Back](#) [Add a Location](#) [Continue](#) 



# Applying for a License

• Select all Counties/Reservations and/or Cities that this location conducts business.

## Add Region Business Code(s)

Region code

Select a Region

Available Business code

004: UTILITIES  
005: COMMUNICATIONS  
006: TRANSPORTING  
009: PUBLICATION  
010: JOB PRINTING  
011: RESTAURANTS AND BARS  
012: AMUSEMENT  
017: RETAIL  
018: ADVERTISING  
019: SEVERANCE - METALLIFEROUS MINING  
020: TIMBERING & OTHER EXTRACTION  
027: MANUFACTURED BUILDINGS  
040: RENTAL OCCUPANCY  
044: HOTELS  
045: RESIDENTIAL RENTAL, LEASING AND LICENSING FOR  
062: RETAIL SALES FOOD FOR HOME CONSUMPTION  
116: FEED AT WHOLESALE  
144: HOTEL/MOTEL (ADDITIONAL TAX)  
213: COMMERCIAL RENTAL, LEASING AND LICENSING FOR  
214: Rental, Leasing and Licensing for Use of TPP

Add (>)

Remove (<)

Selected / Recommended Region Business code

MARICOPA (County)-RETAIL  
MARICOPA (County)-USE TAX  
Phoenix (City)-RETAIL  
Phoenix (City)-USE TAX

Cancel

Save & Continue



# Applying for a License

Taxpayer > Owner List > TPT Information > WTH > Address Information > **Location List** > Fee Summary

- If you only have one location and you have entered the information, click Continue.
- If you have more than one location, click Add a Location and enter the information for each location.
- Use Search to search and display specific information by field.

Show 5 entries

Search:

Doing Business As	Address	City	Zip Code	City TPT Region	Actions
Sample Business, LLC	Business Address	Phoenix	85007	PX	<a href="#">Edit</a>   <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Back

Continue

Add a Location



# Applying for a License

Taxpayer > Owner List > TPT Information > WTH > Address Information > Location List > **Fee Summary**

- License fees are calculated by location.
- Click the Plus Sign to see a breakdown of license fees.
- You may use the search boxes below Doing Business As name and Region Name to display specific information

### Fee Summary

Doing Business As	Region Type	Region Code	Region Name	Region Fee
<input type="text" value="Enter Business Name"/>			<input type="text" value="Enter Region Name"/>	
Sample Business, LLC				\$62.00

Grand Total: USD\$62.00

Back Continue ←





# Applying for a License

## Payment Information - Arizona Joint Tax Application

Please enter the E-Check information.

- This will create a one-time payment, withdrawn on the next business day.
- License fees cannot be paid by credit card.
- Note: License fees are due when the license application is submitted.

for Taxes Due  
⑆ 123456789 ⑆ 1234567 ⑆⑆

Routing Number      Account Number

Bank Routing Number

Bank Routing Number Verify

Bank Account Number

Bank Account Number Verify

Bank Account Type

Checking ▾

If you have an Automated Clearing House (ACH) debit block on your bank account, you must inform your bank of the Arizona Department of Revenue's Company ID number to avoid rejection of your payment. The Department's Company ID number is 4866004791. Due to a National Automated Clearing House Association (NACHA) rule change, the Department may be fined for payments that your bank rejects. Please know you will be charged for payments returned as unauthorized by your bank. By submitting this payment, you acknowledge that you have authorized the Department of Revenue to debit your account, and you accept responsibility for any resulting fees.

Will this payment originate from a bank account outside the United States banking system?

Yes  No

Back

Save & Continue



# Applying for a License

## Review & Submit - Arizona Joint Tax Application

The following is a summary of the information entered in this Arizona Joint Tax Application. To edit the application click [here](#) or on the Back button to return to previous tab(s) of this application. To complete the application process, please review the information that you have entered, provide your E-Signature PIN and click the Submit button.

Business Name: Sample Business, LLC

License Types: Transaction Privilege Tax

Mailing Address: Enter Address Here Enter City Here AZ 00000-0000  
(000) 000-0000

Licensed Location(s): Business Address and  
Phone Number will be  
listed here

Registration Fees: Amount Due Listed Here

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

Back

Submit Application



# Applying for a License

## Congratulations!

You have successfully applied for a Transaction Privilege Tax License!



[\\*Click here to return to the agenda.](#)





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## Linking an Existing License to the AZTaxes Account

# Linking a License

State of Arizona Department of Revenue

www.aztaxes.gov

Home License Verification Individual Help AZ Links Login

## Welcome to AZTaxes

**Notifications**

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**irs e file**

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

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- Vehicle Use Tax Calculator

**Helpful Links**

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

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# Linking a License

## Business User Login

sample@email.com

●●●●●●●●●●

Login



[Forgot Your Password?](#)

[New User Enrollment?](#)



# Linking a License

Businesses

Business Registration ▾

- Register New Business
- Register New Business with Withholding Only
- Business Account Linking ←
- Delegate access request
- Check Registration Status

Reset Pin

## Welcome to Business Account Linking

Enroll your business in AZTaxes to access your accounts and conduct business online with the Arizona Department of Revenue.

You will be the Primary User for each business that you register. 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. If a primary user for your account already exists, please request delegate access.

### Information Needed to Get Started

When you are registering to link your AZTaxes account to an existing business, specific information will be required. The following is a checklist of general information that you may need before you begin:

- Tax ID of the Business. This can be the Employer Identification Number, the Social Security Number (only for sole proprietors) or the Arizona Transaction Privilege Tax License Number.
- Legal Business Name.
- Officer/Owner Last Name of the business & Social Security Number.
- Payment Information for one of the following:
  - Tax Type: Corporate, Transaction Privilege/Use (TPT) or Withholding
  - Payment Amount
  - Period that the Payment Applied (ending period: Month and Year)
  - License Number (TPT ONLY)

\* I verify that I have the required information.

Cancel Continue ←



# Linking a License

## Business Account Linking - Taxpayer Information

ID Type \*

- Employer Identification Number
- Social Security Number
- License Number

ID (Numbers Only) \*

Enter ID Number

Confirm ID \*

Confirm ID Number

Legal Business Name \*

Enter Legal Business Name

Officer/Owner Last Name \*

Enter Owner/Officer Last Name

Officer SSN (Last 4 Numbers Only) \*

Last 4 Numbers of SSN

Have you made a payment in the past 12 months?

Yes  No

I'm not a robot



Cancel

Save & Continue





# Linking a License

## Congratulations!

You have successfully linked your license to your online AZTaxes.gov profile!



[\\*Click here to return to the agenda.](#)





---

## 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.  
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.

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

**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

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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> <hr/> <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]

---

**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

Search Deduction Code



<u>Deduction Code</u>	<u>Exemption and Deductions</u>	<u>Deduction Amount</u>
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

Cancel

Continue



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	[COUNTY]
Business Description	RETAIL

Gross	\$	1000.00	
Deductions	\$	86.00	Add Deductions
Net Taxable	\$	914.00	
Tax Rate		6.300 %	
Total Tax	\$	57.58	
Credit Rate		0.0560 %	
Credit	\$	0.00	



Save And Add New Line Item Save And Close Delete



# 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
- Accounts
- File >
- Pay >
- Payment History
- Messages >
- Business Registration >
- 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

## 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

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.

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[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!



[\\*Click here to return to the agenda.](#)





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## Making a Payment

# Making a Payment

State of Arizona Department of Revenue

www.aztaxes.gov Home License Verification Individual Help AZ Links Login AZ.GOV

## 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**  
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- Tutorials / YouTube
- Vehicle Use Tax Calculator

**Helpful Links**

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

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# Making a Payment

## Business User Login

sample@email.com

●●●●●●●●●●

Login



[Forgot Your Password?](#)

[New User Enrollment?](#)





# Making a Payment

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 5 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 1 Next



# Making a Payment

Businesses

Accounts

File ▶

Pay ▼

Pay Outstanding Liabilities

TPT Payment ←

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



# Making a Payment

State of Arizona Department of Revenue

www.AZTaxes.gov

Logout

AZ.GOV

Businesses

Accounts

File ▶

Pay ▶

Payment History

Messages ▶

Business Registration ▶

E-Filed TPT Return History

E-Filed Documents ▶

Reset Pin

Schedule

Account \* Select a Account

Continue

OK

If you have filed your return, thank you.  
If you have not filed a return, a payment does not satisfy the requirement to file a return for this period by the due date.

**You are about to make a payment. This is separate from filing. A return is still required by the filing due date.**

The due date for TPT tax payments is the last business day of the month if you are electing to file and pay electronically.

ACH Debit or E-Check: Payments made on AZTaxes must be completed before 5:00pm Mountain Standard Time (MST), on the Arizona business day, prior to the due date, in order for your payment to settle the next business day. The settlement date is the date the money is debited from your bank account and credited to the Department of Revenue account.

Credit Cards: Payments made on AZTaxes must be completed before 5:00pm Mountain Standard Time (MST) and will be credited to your Department of Revenue account the same day. All liabilities except license fees can be paid with a credit card.

Holidays or Weekends  
When the due date falls on a weekend or Arizona holiday, the payment will be due the next Arizona business day.

Please enter the following information to create a one-time payment, withdrawn on the date indicated.

Taxpayer ID: Primary Address:



# Making a Payment

## Schedule a Payment

[SAMPLE BUSINESS NAME]

Taxpayer ID: [ID # SHOWN HERE]

Primary Address: [BUSINESS ADDRESS SHOWN HERE]

**You are about to make a payment. This is separate from filing. A return is still required by the filing due date.**

The due date for TPT tax payments is the last business day of the month if you are electing to file and pay electronically.

ACH Debit or E-Check: Payments made on AZTaxes must be completed before 5:00pm Mountain Standard Time (MST), on the Arizona business day, prior to the due date, in order for your payment to settle the next business day. The settlement date is the date the money is debited from your bank account and credited to the Department of Revenue account.

Credit Cards: Payments made on AZTaxes must be completed before 5:00pm Mountain Standard Time (MST) and will be credited to your Department of Revenue account the same day. All liabilities except license fees can be paid with a credit card.

### Holidays or Weekends

When the due date falls on a weekend or Arizona holiday, the payment will be due the next Arizona business day.

Please enter the following information to create a one-time payment, withdrawn on the date indicated.

Account \*

Select a Account

[TRANSACTION PRIVILEGE AND USE TAX LIC # SHOWN HERE]

Continue



# Making a Payment

Please enter the following information to create a one-time payment, withdrawn on the date indicated.

Account *	[TRANSACTION PRIVILEGE AND USE TAX LIC # SHOWN HERE] ▼
<b>Note:</b> Period Begin and End Dates must match with your filing frequency	
Period Begin Date: *	11/01/2019 ←
Period End Date: *	11/30/2019 ←
Payment Amount: (\$) *	25.00 ←
Payment Method: *	ECheck ▼ ←
Settlement Date: *	12/20/2019 ←

If you have an Automated Clearing House (ACH) debit block on your bank account, you must inform your bank of the Arizona Department of Revenue's Company ID number to avoid rejection of your payment. The Department's Company ID number is 4866004791. Due to a National Automated Clearing House Association (NACHA) rule change, the Department may be fined for payments that your bank rejects. Please know you will be charged for payments returned as unauthorized by your bank. By submitting this payment, you acknowledge that you have authorized the Department of Revenue to debit your account, and you accept responsibility for any resulting fees.

Will this payment originate from a bank account outside the United States banking system?  
 Yes  No

[Continue](#) ←



# Making a Payment

You selected the E-Check payment method for a total payment amount of \$25.00

Enter the Bank Routing Number and Bank Account Number from your check, using the example below as a model.

for Taxes  
1: 123456789  
Routing Number

\*Routing Number  
Enter Routing Number

\*Account Number  
Enter Account Number      Re-Enter Account Number

Bank Account Type  
Checking  
Savings

Previous      Continue

Message from webpage

?

You are about to submit a payment totaling \$25.00, with an expected settlement date of 12/20/2019. If this information is correct, click OK to submit your payment. If this information is incorrect, click CANCEL and make the necessary changes. After submitting, a payment may be cancelled from the Payment History page. A payment may not be cancelled after scheduled payment date.

OK      Cancel



# Making a Payment

## Payment Confirmation

[SAMPLE BUSINESS NAME]

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

**Thank you for making this payment. Please ensure that a return has been filed for this period. A Tax return must be filed for your payment to reconcile.**

- Please print this document for your personal records. [Click here to print](#)
- Contact Customer Care if you have any questions or concerns about this transaction.
- You may cancel your E-Check payment up to one business day before the settlement date below.
- Payments made on AZTaxes must be completed before 5:00pm Mountain Standard Time (MST) the Arizona business day prior to the due date, in order for your payment to settle the next business day. The settlement date is the date the money is debited from your bank account and credited to the Department of Revenue account.

Confirmation Number [Confirmation # Provided]

Submitted Date [Date / Time]

Payment Amount \$ 25.00

Settlement Date [Settlement Date]

[File your Return](#)

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



# 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 - Transaction Detail

[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  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>
002	[SAMPLE BUSINESS #2]	2	\$0.00	<a href="#">View Line Items</a>

Showing 1 to 2 of 2 entries

Previous  Next

Cancel

Continue





# Making a Payment

## Congratulations!

You have successfully submitted an electronic payment!



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## Mandatory Requirement to File and Pay Online

# Mandatory Requirement to File and Pay Online

Businesses with an annual transaction privilege tax and use tax liability of \$10,000 or more during the prior calendar year are required to file and pay electronically.

Failure to comply with the electronic filing and payment requirements may result in penalties.

Year	E-File & E-Pay Threshold
2019	\$10,000 annual liability
2020	\$5,000 annual liability
2021	\$500 annual liability



# Mandatory Requirement to File and Pay Online

**Q: Is there a penalty if I do not file electronically?**

A: Taxpayers required to file an electronic return will be subject to a penalty of 5% for filing a paper return beginning January 1, 2019 under A.R.S § 42-1125(X).



# Mandatory Requirement to File and Pay Online

**Q: Will the electronic return thresholds change in the future?**

A: For tax periods beginning January 1, 2020, the mandatory electronic return filing threshold is lowered to a transaction privilege and use tax annual liability of \$5,000 or more.

For tax periods beginning January 1, 2021, the mandatory electronic return filing threshold is lowered to a transaction privilege and use tax annual liability of \$500 or more.

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# Arizona Department of Revenue

You may also contact a Customer Care Representative by calling:

Local: (602) 255-3381

Toll-free: (800) 352-4090

Get the latest information automatically by enrolling for the Arizona Department of Revenue's email updates.

Sign up today at [AZDOR.gov](http://AZDOR.gov)!



# Arizona Department of Revenue

**THANK  
YOU**

If you are interested in other workshops or would like to request a speaker, please visit:

[www.azdor.gov/taxpayer-education](http://www.azdor.gov/taxpayer-education)

