City of Tempe
P. O. Box 5002
20 E. 6th St, Third Floor
Tempe, AZ 85280
480-350-2955
http://www.tempe.gov/salestax

Tax and License Division

INSTRUCTIONS FOR USING TEMPE'S SELF-DISCLOSURE FORM

Please use this form to self-disclose taxable revenue for the years 2001 and forward. Adobe Reader™ 6.0 and higher is required to use the fillable form features.

Enter the name, street address and city/state/zip code for the business doing the reporting.

From the drop-down list, select the year for which revenue is being reported. If reporting for more than one year, each year must be reported on its own form.

From the drop-down list, select the type of revenue being reported. If more than one revenue type needs to be reported, please contact Tax & License to determine the best available method.

Enter the net taxable revenue, by month, for which you are reporting. The Tempe tax due will automatically calculate for each month. The yearly sum for Taxable Revenue and Tempe Tax Due will also automatically total.

Enter the name and phone number of the person responsible for completing the form.

After completion, print the form and sign. Be sure to keep a copy of it for your records. You may write one check for all of the tax you have due. Delinquent taxes are subject to penalties and interest.

"Clicking" on the Reset Form button will clear all fields on the form.

If you have any questions on self-disclosure, please contact the Tax & License Office at (480) 350-2955 or at salestax@tempe.gov.

CITY OF TEMPE SELF-REPORTING FORM

TEMPE PLT # _____

BUSINESS NAME _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

YEAR	TYPE OF REVENUE	TAXABLE REVENUE	TEMPE TAX RATE	TEMPE TAX DUE
JANUARY	_____	_____	2.0%	_____
FEBRUARY	_____	_____	2.0%	_____
MARCH	_____	_____	2.0%	_____
APRIL	_____	_____	2.0%	_____
MAY	_____	_____	2.0%	_____
JUNE	_____	_____	2.0%	_____
JULY	_____	_____	2.0%	_____
AUGUST	_____	_____	2.0%	_____
SEPTEMBER	_____	_____	2.0%	_____
OCTOBER	_____	_____	2.0%	_____
NOVEMBER	_____	_____	2.0%	_____
DECEMBER	_____	_____	2.0%	_____
TOTAL FOR YEAR		_____		_____

THE ABOVE REVENUE IS TRUE.

SIGNATURE _____

NAME (PRINTED) _____

PHONE NUMBER _____

DATE _____

Penalties and interest will be calculated on delinquent tax when received at Tax and License office.

06/05