

AZTaxes.gov

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 muchneeded 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 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









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.







1 Quick Payment Links

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

1 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

Lill Corporation/S-Corporation/Partnerships

Cancel a Payment

\$ Payroll Service Companies

. Bulk File & Pay WTH Returns

III Businesses

- Enroll to File and Pay OnlineVerify a Transaction Privilege
- 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



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.



Continue









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 to your contacts/safe senders list.

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

- 1. Log into 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.



Registration Confirmation Part 1: User Name

Dear Customer:

Thank you for using AZTaxes.gov. Your username is: 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

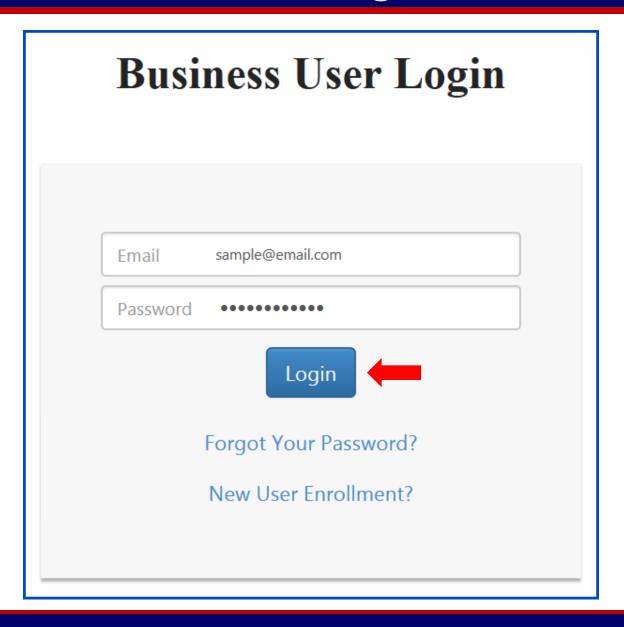
Monday through Friday

Phone: (602) 255-3381

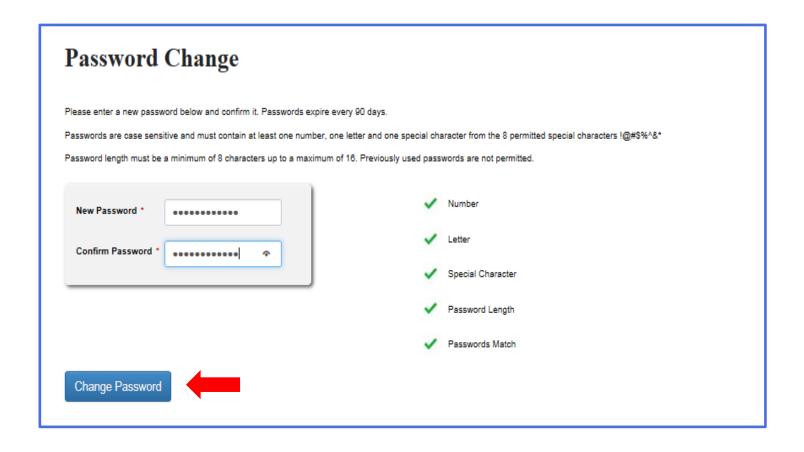
Statewide toll-free 1 (800) 352-4090

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

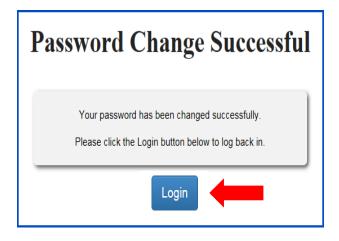














Congratulations!

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





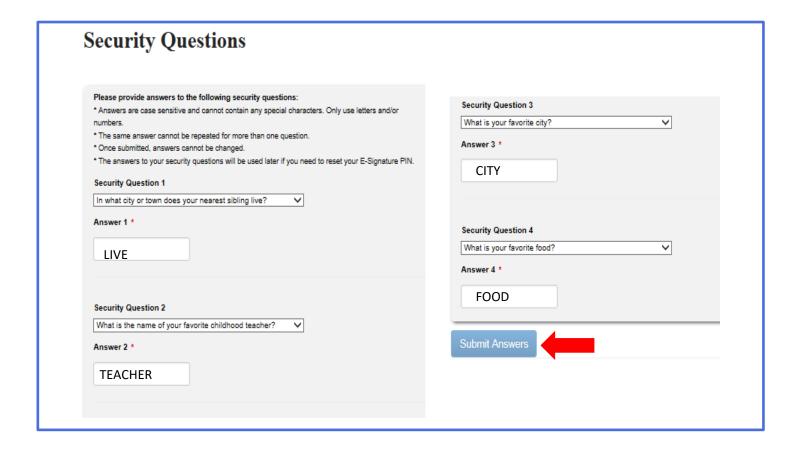


Q: Why do I need to establish security questions?

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









Congratulations!

You have successfully established your security questions!

Now it is time to create an 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 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.







Congratulations!

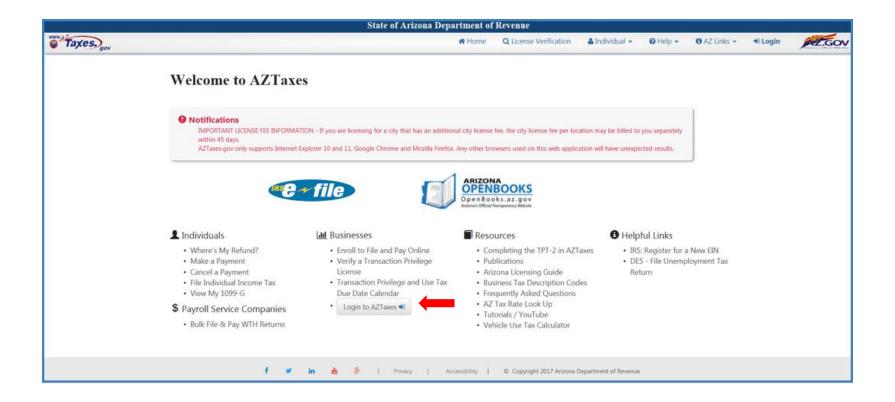
You have successfully established your E-Signature PIN!



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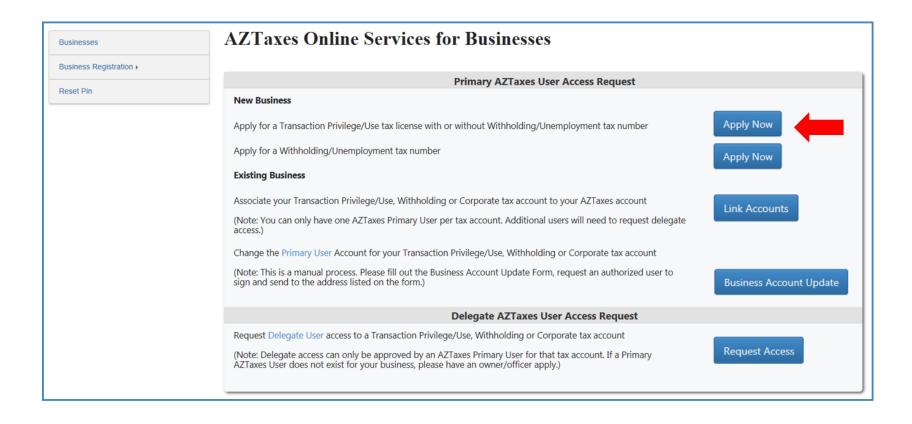




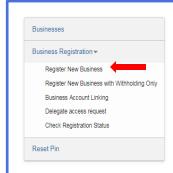












Welcome to the Arizona Joint Tax Application

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 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.



Continue





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

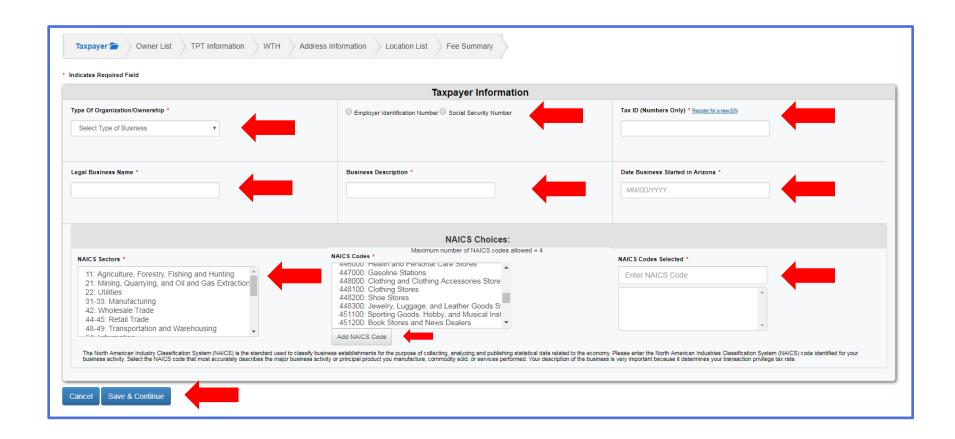
Please note: All fees must be paid before the application will process.

Cancel

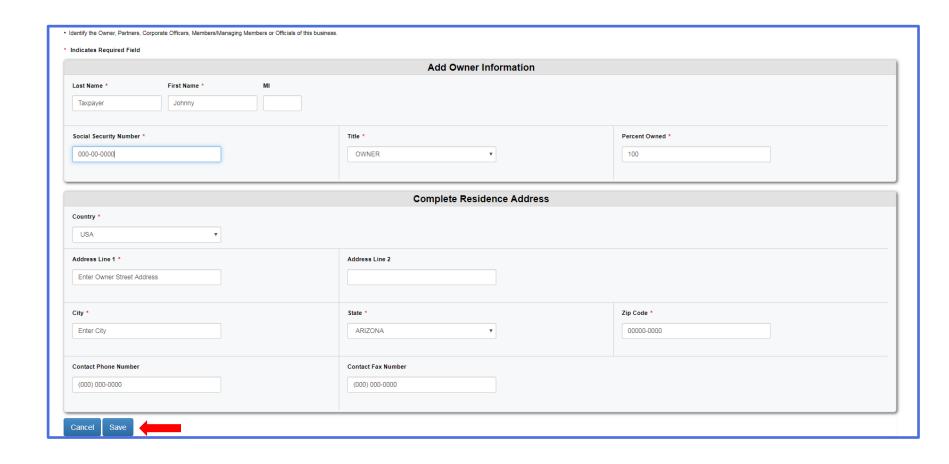
Continue



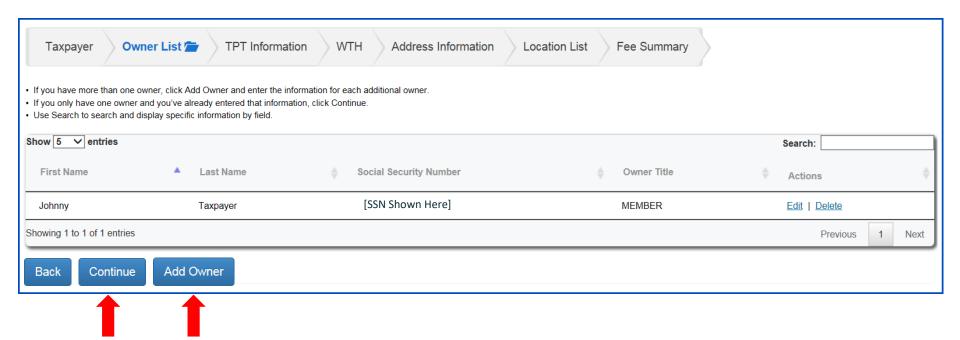




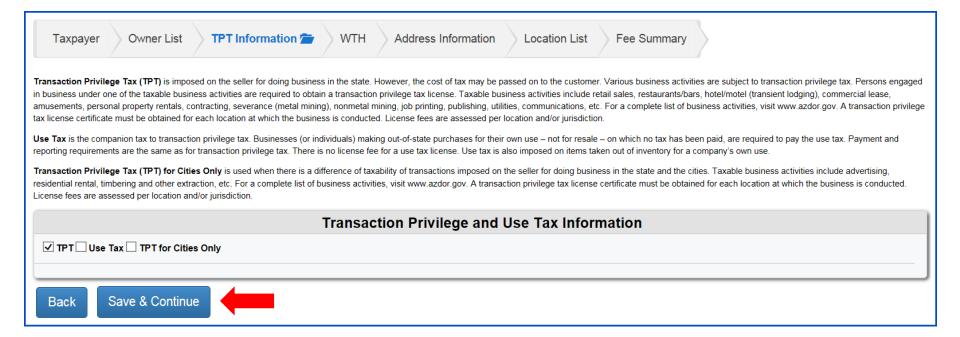




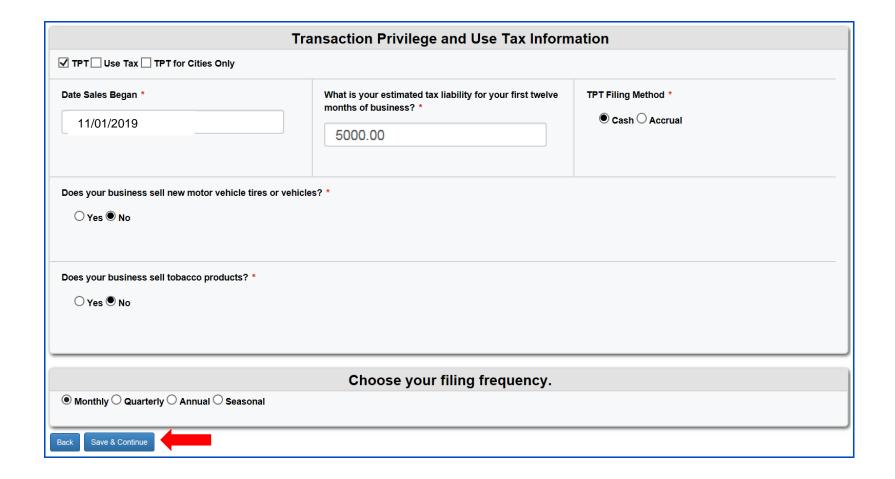




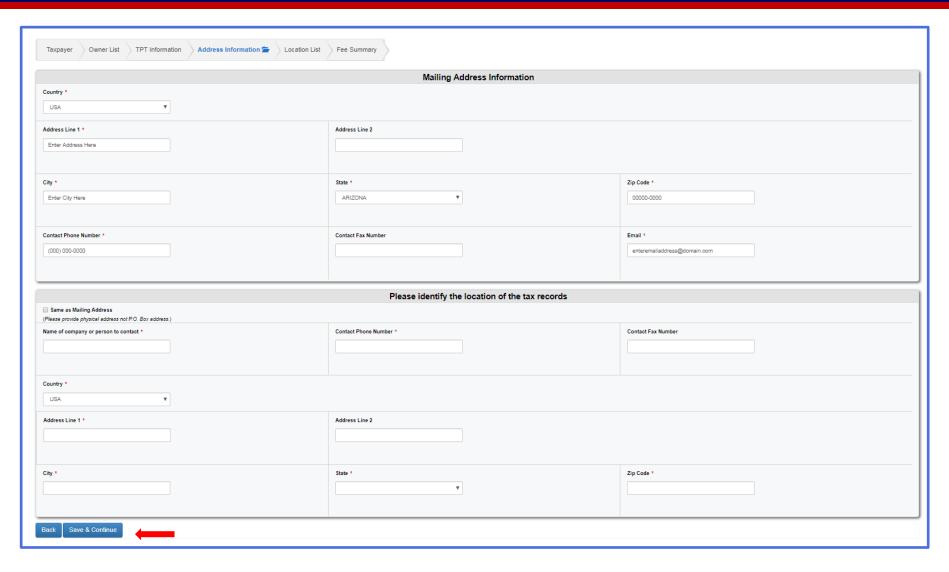




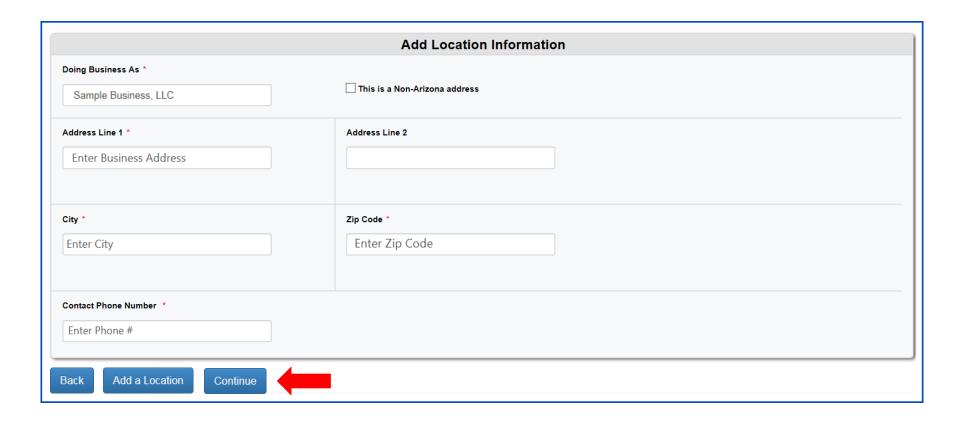




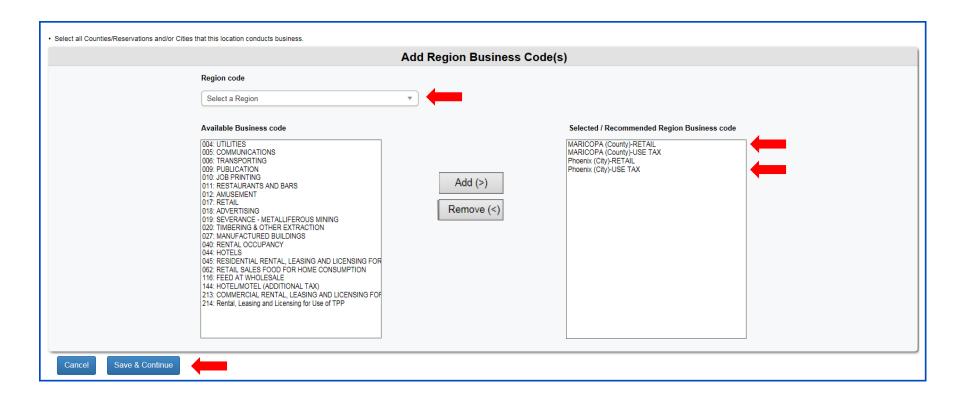




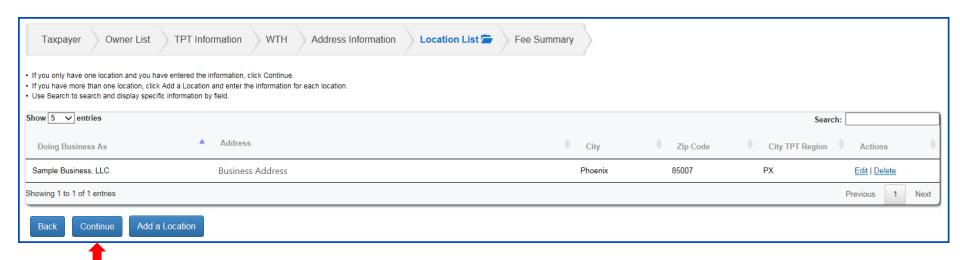




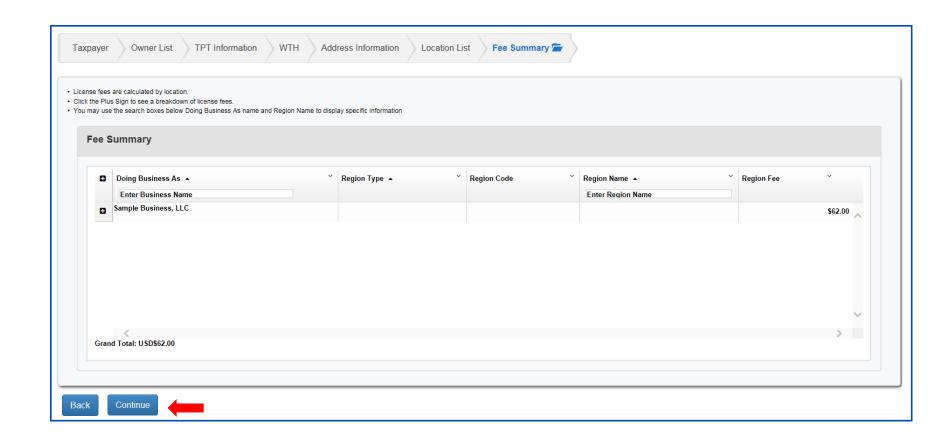




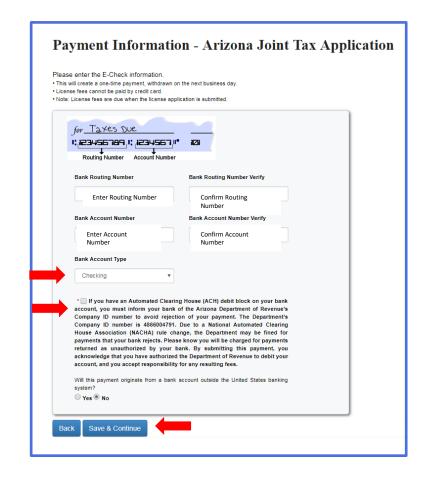




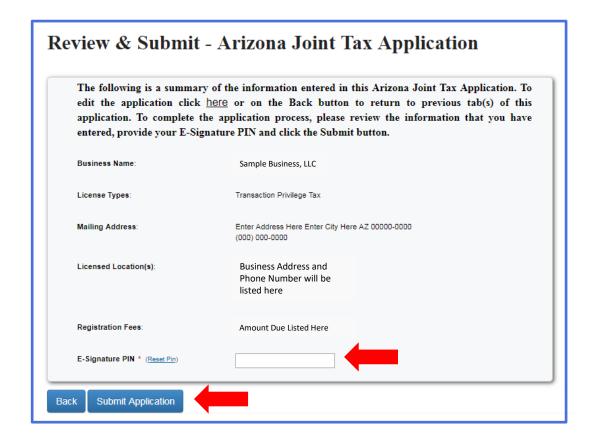














Congratulations!

You have successfully applied for a Transaction Privilege Tax License!

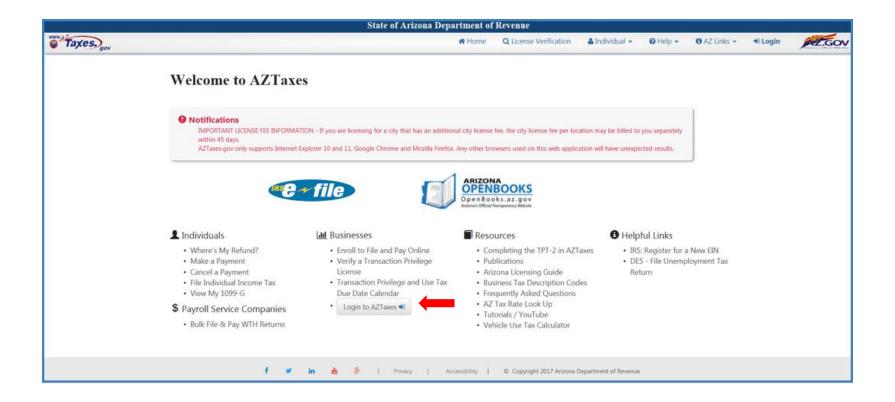


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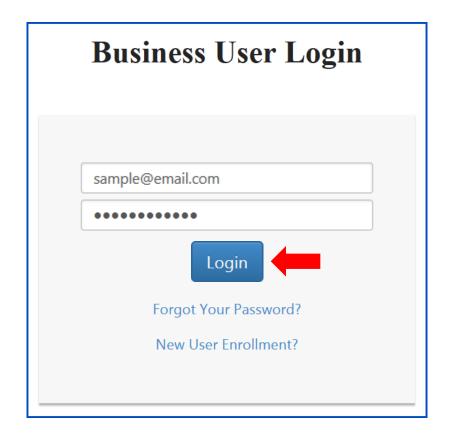




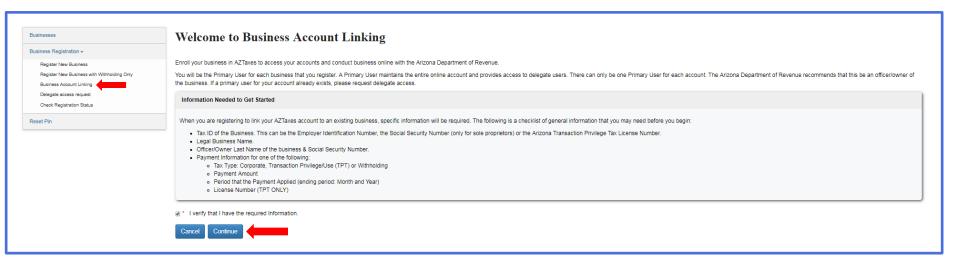
Linking an Existing License to the AZTaxes Account



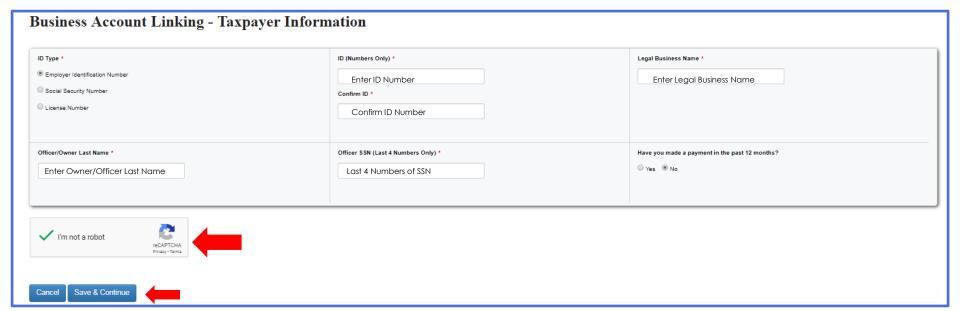














Congratulations!

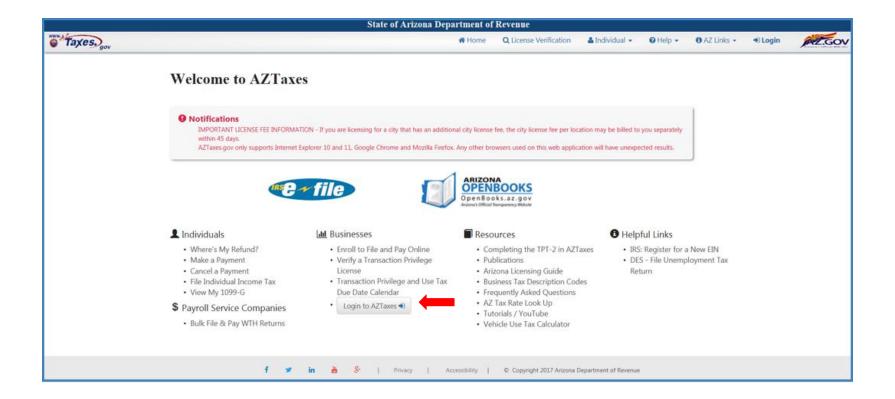
You have successfully linked your license to your online AZTaxes.gov profile!



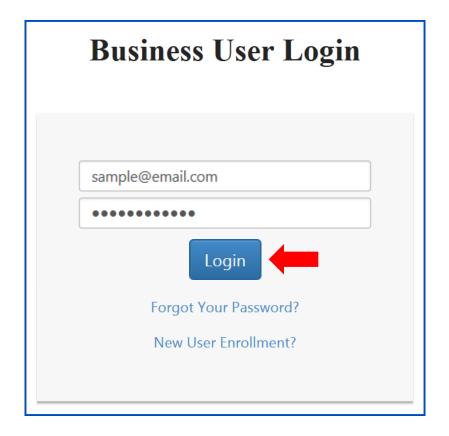
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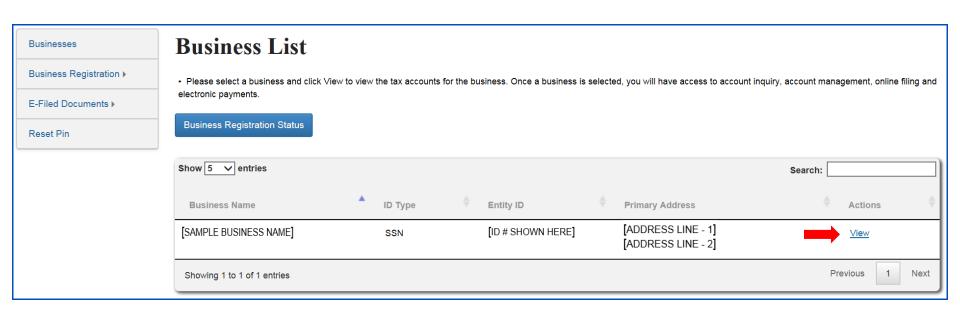




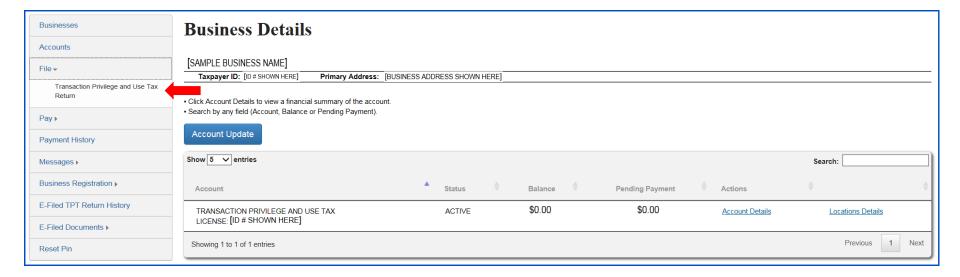




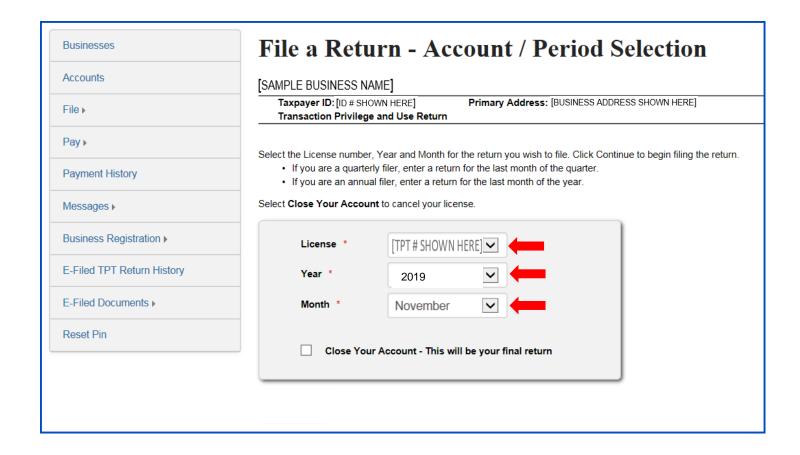




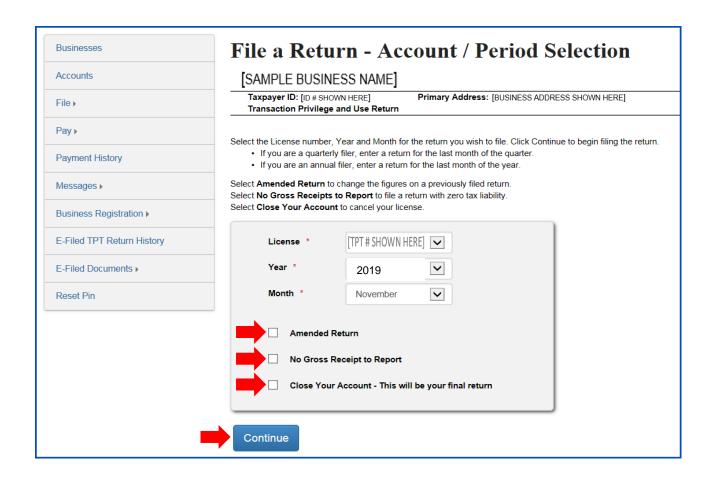




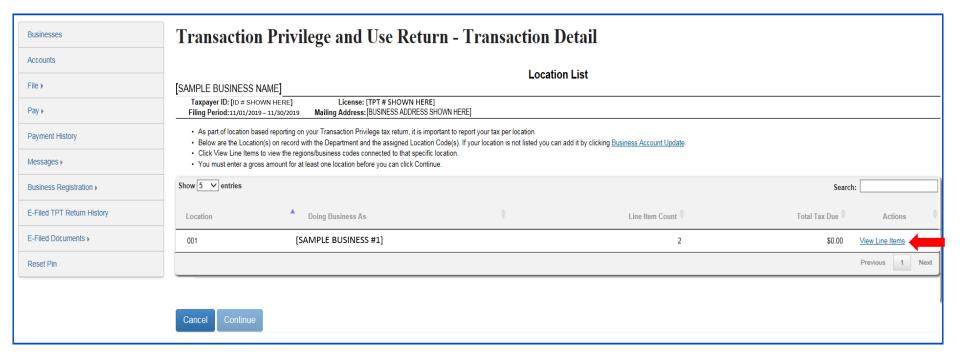




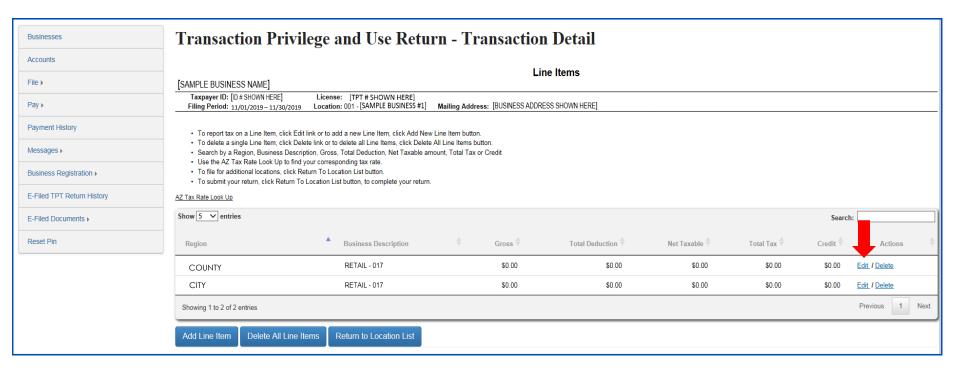








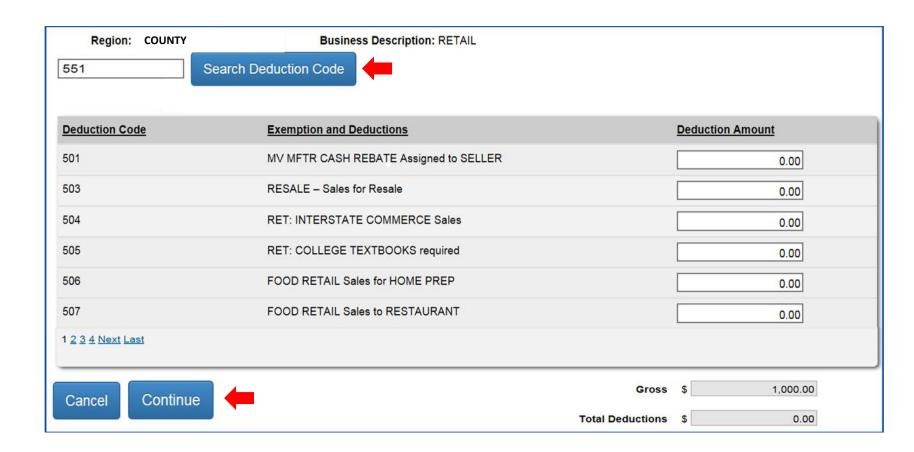




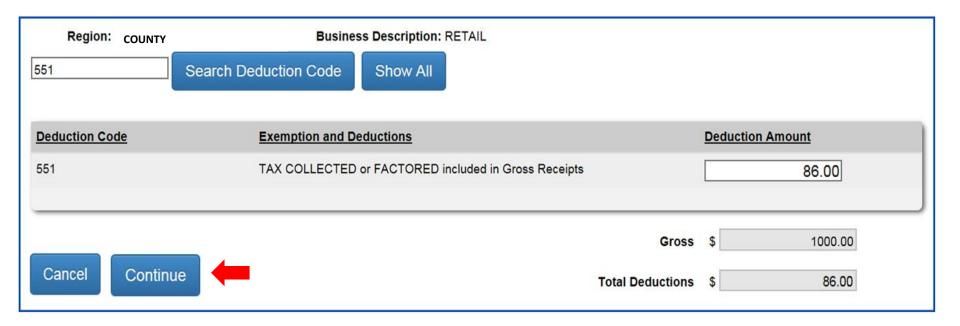


[SAMPLE BUSINESS NAME]	
Taxpayer ID: (ID # SHOWN HERE) Filing Period: 11/01/2019 – 11/30/2019	License: [TPT# SHOWN HERE] Location: 001 - [SAMPLE BUSINESS #1] Mailing Address: [BUSINESS ADDRESS SHOWN HERE]
If a Region is preselected, add your gross to begin reporting tax. If a Region is not preselected, 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	s1000.00
Deductions	s Add Deductions
Net Taxable	\$ 1,000.00
Tax Rate	6.300 %
Total Tax	\$ 63.00
Credit Rate	0.0560 %
Credit	\$0
Save And Add New Line Item	save And Close Delete

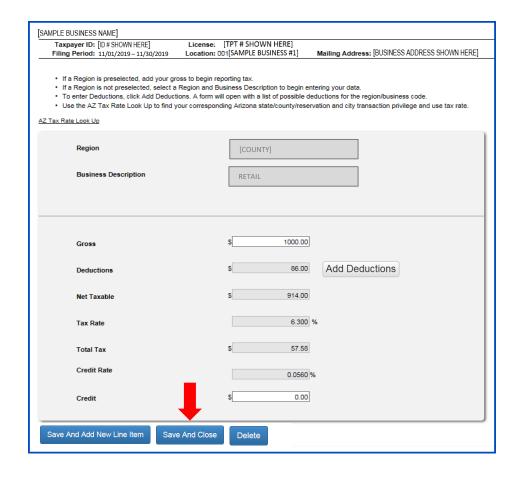




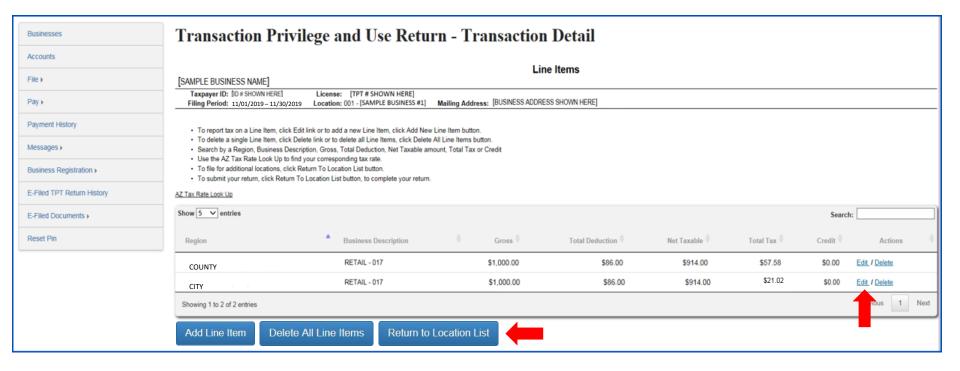




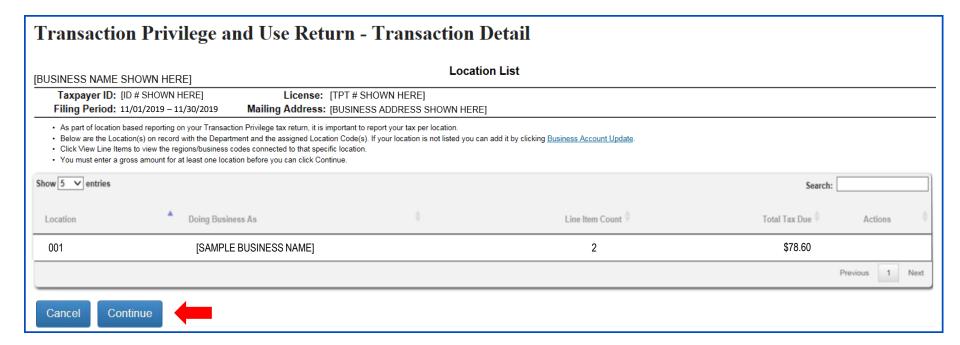




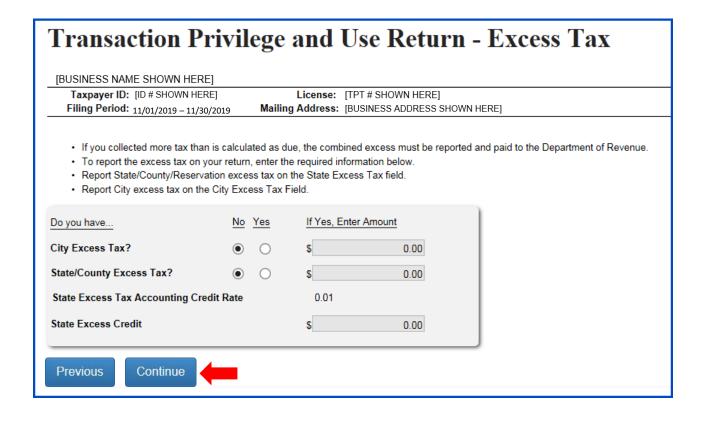


















Transaction Privilege and Use Return

[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

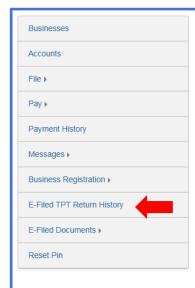
P.O. Box 29010

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.





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.

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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

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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.



Congratulations!

You have successfully submitted an electronic Transaction Privilege Tax return!



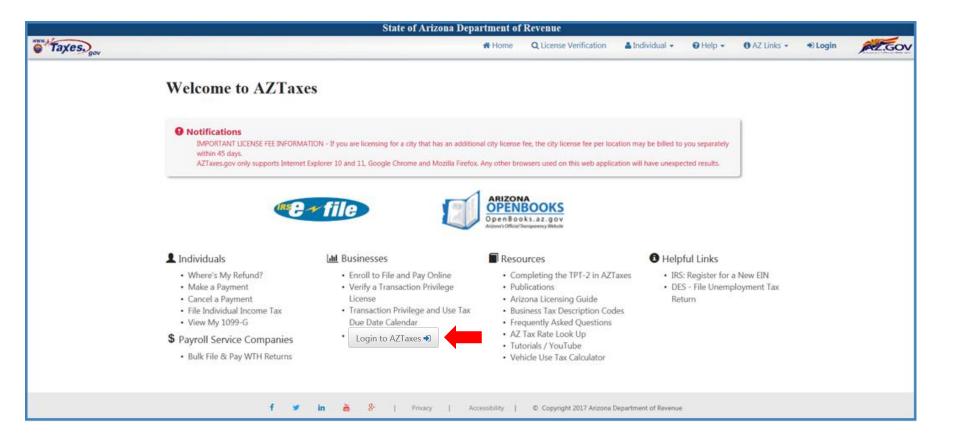
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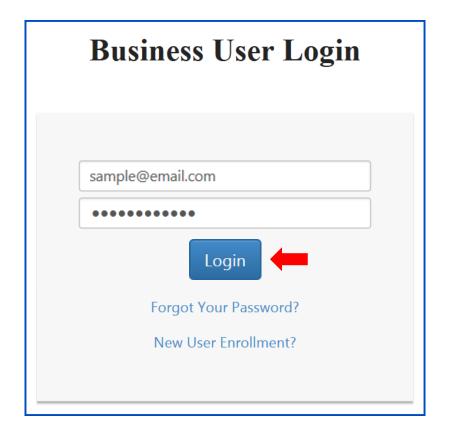
Making a Payment

Making a Payment

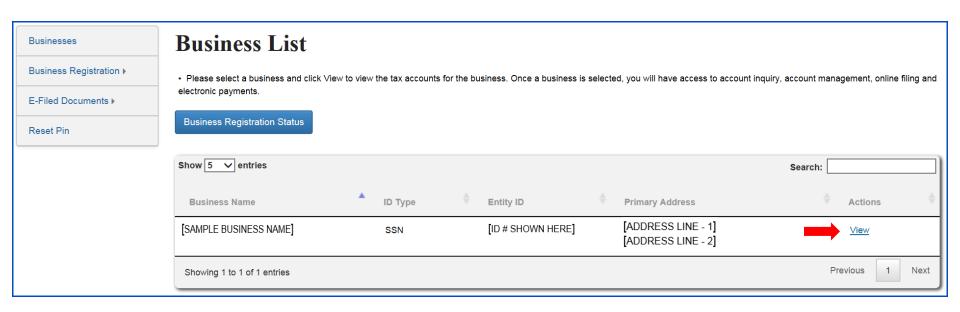




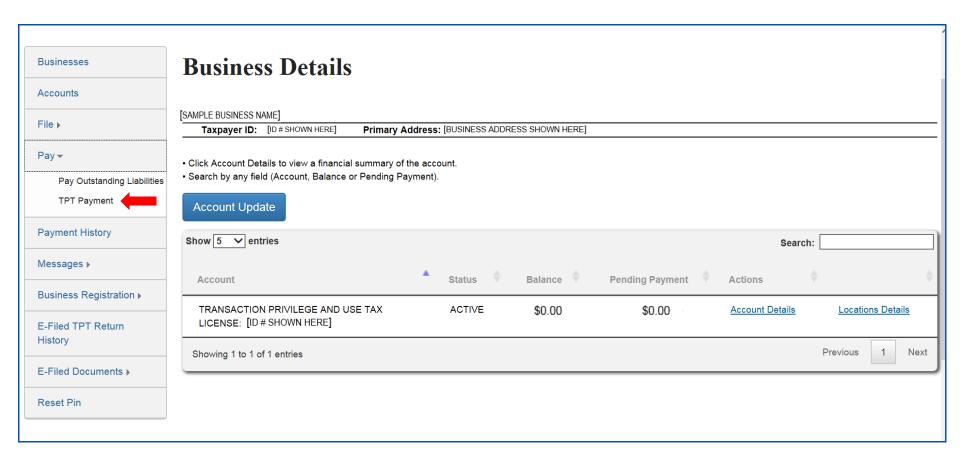
Making a Payment



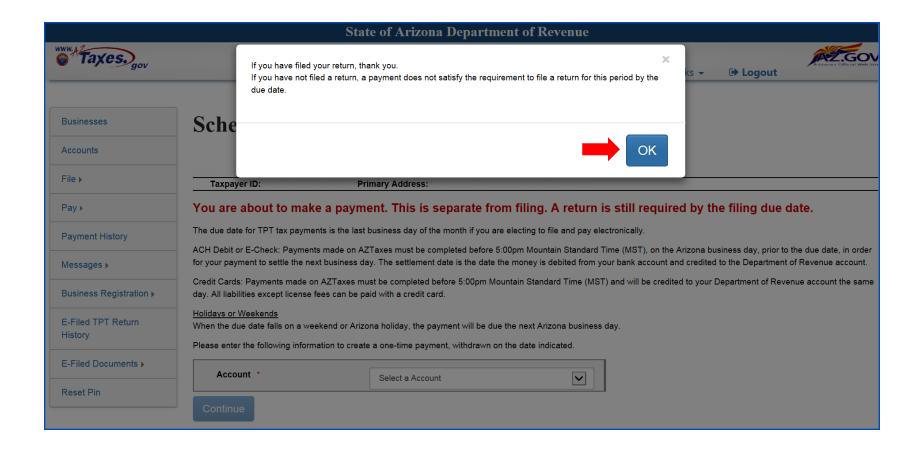














Schedule a Payment

[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.

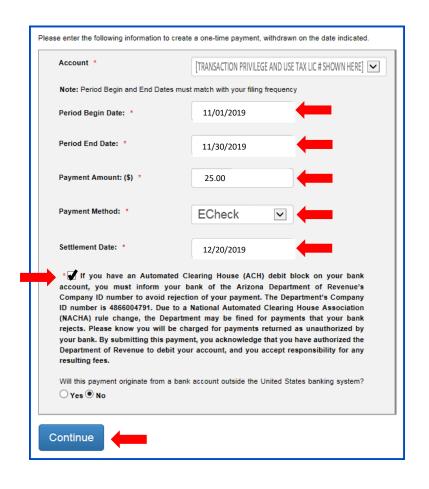
Please enter the following information to create a one-time payment, withdrawn on the date indicated.



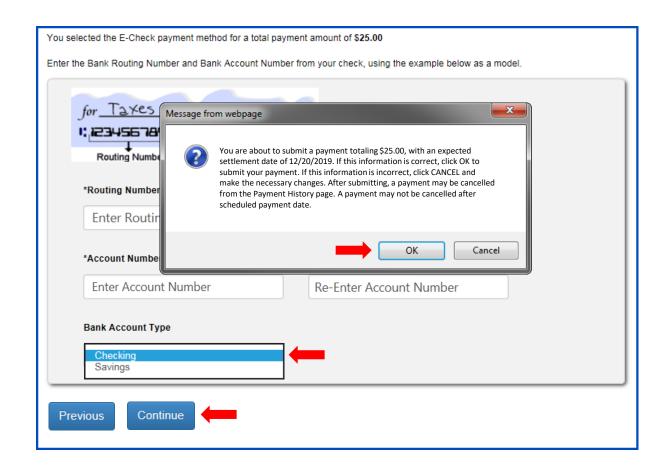














Payment Confirmation

[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.

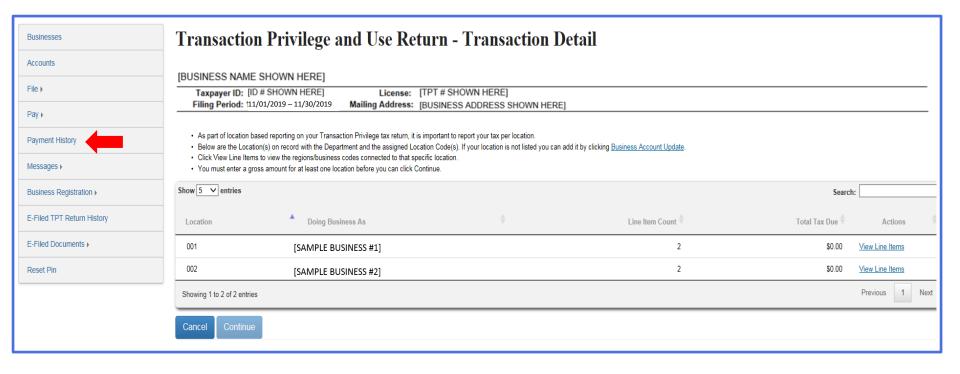
Confirmation Number	[Confirmation # Provided]
Submitted Date	[Date / Time]
Payment Amount	\$ 25.00
Settlement Date	[Settlement Date]



Should you have questions concerning this transaction, please Contact Us.









Congratulations!

You have successfully submitted an electronic payment!



*Click here to return to the agenda.





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



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).



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.

*Click here to return to agenda.



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 <u>AZDOR.gov</u>!



Arizona Department of Revenue



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

www.azdor.gov/taxpayer-education

