



MESA CONVENTION CENTER EXHIBITORS TRANSACTION PRIVILEGE TAX INFORMATION

GENERAL INFORMATION

A person cannot lawfully engage in business in the City of Mesa unless a Transaction Privilege Tax License has been issued. If a person is going to conduct business at a Mesa Convention Center event they must possess a valid City of Mesa Convention Center Transaction Privilege Tax License.

CONVENTION CENTER EXHIBITOR LICENSE APPLICATION

Upon payment to the City of Mesa of a five-dollar (\$5) non-refundable license fee, and completion of the Convention Center exhibitors' application, a license will be issued to the applicant. This license is valid for the Mesa Convention Center Events only.

RATE (AMOUNT OF TAX)

Tax rate is one and one-half percent (1.75%) of gross income.

REPORTING REQUIREMENTS

Tax reporting forms will automatically be mailed to the applicant. After computing the Transaction Privilege Tax due to the City of Mesa, forward the report and taxes due to the Special Licensing Office at PO Box 1466, Mesa, AZ 85211-1466. Reports must be filed whether you have taxable activity or not. This is an on-going license, therefore, returns must be submitted every quarter.

For any taxable activity within the state there may also be tax owed to the Arizona Department of Revenue. Please contact them regarding their licensing requirements. The Arizona Department of Revenue phone number is (602) 542-4576.

PENALTIES AND INTEREST ON LATE FILINGS

Failure to file - A penalty of 5% of the tax due will be assessed for each month or fraction elapsing between the delinquency date of the return and the date on which it is filed. Filing your return on time, whether or not you pay the tax due, will avoid the late filing penalty.

Failure to pay - A penalty of 10% of the unpaid tax will be assessed if the tax is not paid timely. Total penalty assessed will not exceed 25%.

Taxes received after the delinquency date will be assessed interest at a rate of 1% per month until paid. The tax collector cannot abate the interest.

ASSISTANCE IN RETURN COMPLETION

If assistance is needed for completion of the return, contact us at (480) 644-2316.

55 North Center Street
PO Box 1466
Mesa Arizona 85211-1466
(480) 644-2316 Tel
(480) 644-3999 Fax