

AZTAXES.GOV

AZTAXES.GOV is used to obtain the Transaction Privilege/Use Tax License from the AZ Department of Revenue. Once you have created a user account you will be able to complete the application; and, when time to, file & pay tax returns. ****Please note: contractors cannot apply online as additional paperwork is required. Also, you will need access to your email to obtain a temporary password; and, your checking or savings account information for payment of the application fees.**

Once on the site, click on *License a New Business*

The screenshot shows the AZTaxes.gov website interface. At the top, there is a header with the website logo, the text "State of Arizona Department of Revenue", and the "AZ.GOV" logo. Below the header, a navigation menu on the left side includes links for "Home", "Create User Account", "License Verification", "Individual", and "Business Users". The main content area features a "Welcome to AZTaxes.gov" message and an "UPDATE NOTICE" regarding changes to Transaction Privilege Tax (TPT) licensing. Below the notice, there are several categorized links: "Individuals" (including "Where's My Refund?", "Make a Payment", "Cancel a Payment", and "File Individual Income Tax"), "Payroll Service Companies" (including "Bulk File & Pay WTH Returns"), and "Businesses" (including "License a New Business", "Register for an AZTaxes Account", "Verify a Transaction Privilege License", and "Transaction Privilege and Use Tax Due Date Calendar"). A red arrow points to the "License a New Business" link. On the right side, there is a "Resources" section with links for "Publications", "Arizona Licensing Guide", "Business Tax Description Codes", "Newsletter", "Frequently Asked Questions", "TPT FAQs", and "AZ Tax Rate Link Up". At the bottom right, there is a logo for "ARIZONA OPENBOOKS" with the URL "OpenBooks.az.gov".

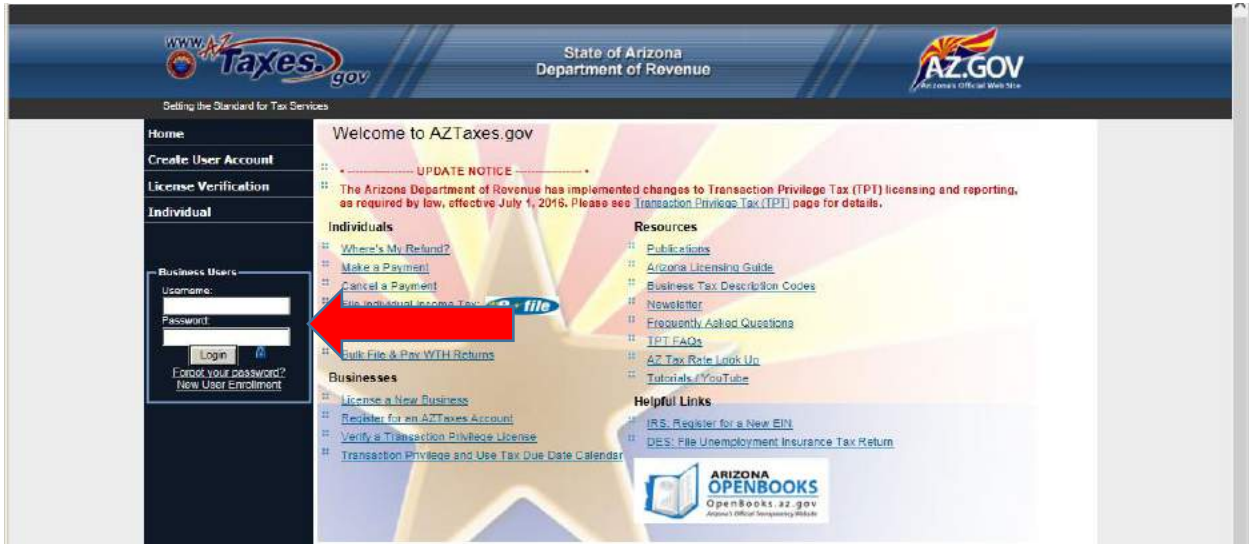
You will then need to complete the *New User Registration*. Click on *Register* when done.

The screenshot shows the 'New User Registration' page on the AZTaxes.gov website. The page header includes the AZTaxes.gov logo, the State of Arizona Department of Revenue logo, and the AZ.GOV logo. A navigation menu on the left contains links for Home, Create User Account, License Verification, and Individual. The main content area is titled 'New User Registration' and includes a welcome message: 'Welcome to AZTaxes! You will need to register for an AZTaxes account to use our business services.' Below this is a 'User Information' form with fields for First Name, Middle Initial, Last Name, Phone Number, Extension, E-mail, and Re-enter E-mail. A checkbox for accepting terms and conditions is present, along with a 'Register' button. The footer contains links for Privacy, Accessibility, and Copyright 2016 Arizona Department of Revenue.

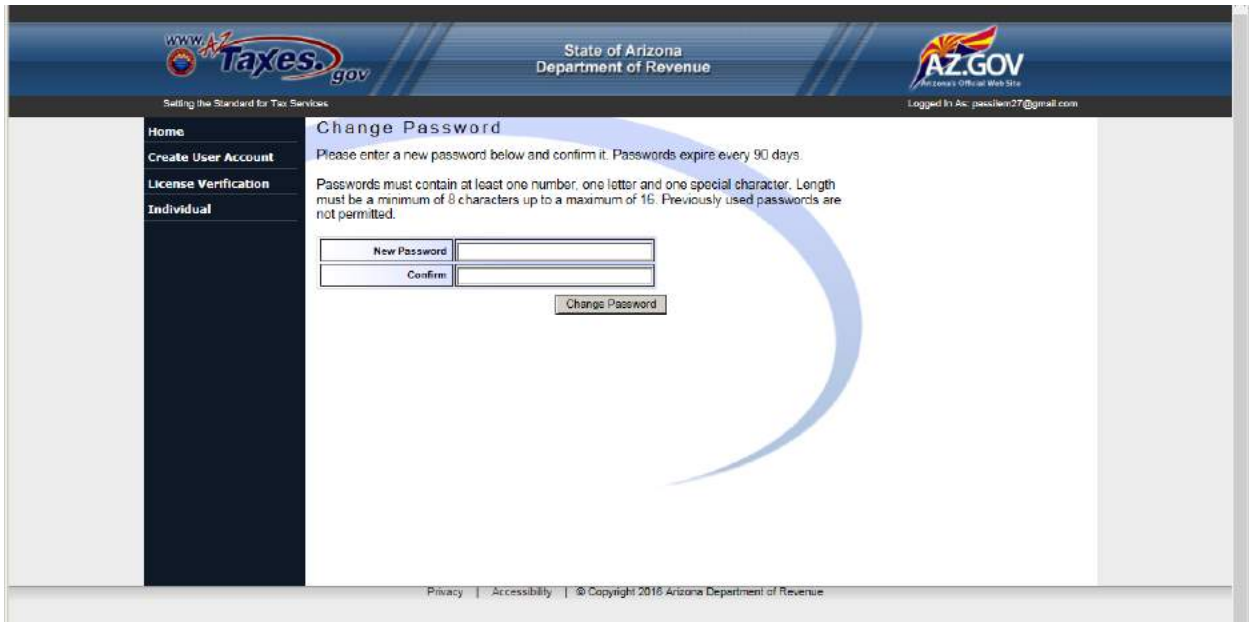
Once registered successfully you will receive the *AZTaxes Account Registration Confirmation* page. Click on *AZTaxes.gov* to be taken to the log in screen.


The screenshot shows the 'AZTaxes Account Registration Confirmation' page on the AZTaxes.gov website. The page header includes the AZTaxes.gov logo, the State of Arizona Department of Revenue logo, and the AZ.GOV logo. A navigation menu on the left contains links for Home, Create User Account, License Verification, and Individual. The main content area is titled 'AZTaxes Account Registration Confirmation' and includes a thank you message: 'Thank you for creating an AZTaxes account. You will receive an e-mail containing your temporary password.' Below this is a list of instructions for completing registration, with a red arrow pointing to the first step: '1. Log into AZTaxes.gov using your temporary password.' The footer contains links for Privacy, Accessibility, and Copyright 2016 Arizona Department of Revenue.

You will need to access your email to retrieve a temporary password. You will receive 2 emails, one with your username & one with your temporary password. Once obtained log into AZTaxes.gov using your username (email address) and temporary password.




Once logged in you will need to change your password, answer security questions, & set up a self-selected personal identification number (PIN). Be sure to note your PIN number as it will be used to electronically sign your paperwork.





Setting the Standard for Tax Services

State of Arizona
Department of Revenue



Arizona Official Web Site

Logged In As: pazzlism27@gmail.com

[Home](#)

[Create User Account](#)

[License Verification](#)

[Individual](#)

Security Questions

Please provide answers to the following security questions:

- * Answers are case sensitive and cannot contain any special characters. Only use letters and numbers.
- * The same answer cannot be repeated for more than one question.
- * Once submitted, answers cannot be changed.

Security Question 1

In what city or town does your nearest sibling live?

Answer 1

Security Question 2

What is the name of your favorite childhood teacher?

Answer 2

Security Question 3

What is your favorite city?

Answer 3


Security Question 4

What is your favorite food?

Answer 4


[Submit Answers](#)

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[Create User Account](#)

[License Verification](#)

[Individual](#)

Create E-Signature PIN

Please enter an E-Signature Personal Identification Number (PIN)

- * The PIN 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.

E-Signature PIN

Re-enter E-Signature PIN

AUTHORIZED USE AND RESTRICTIONS ON USE OF THIS ADOR WEBSITE:

If you choose to continue with the registration process, you agree that the information you supply during the registration process or on filing or uploading any document or return will be accurate and complete. You also agree to use this ADOR website only for lawful purposes. You agree not to (i) access, tamper with, or use non-public areas of this ADOR website, (ii) test the vulnerability of any system or network or breach or circumvent any security or authentication measures, or (iii) access or search or attempt to access or search this ADOR website by any means (automated or otherwise) other than through our currently available, published interfaces. You also agree not to use this ADOR website to send altered, deceptive or false information, or to interfere with or disrupt (or attempt to do so) the access of any user in any way. If we detect any unauthorized, prohibited or unlawful activity, we reserve the right to terminate your user account. By proceeding with the registration process you acknowledge and explicitly consent to the statements above.

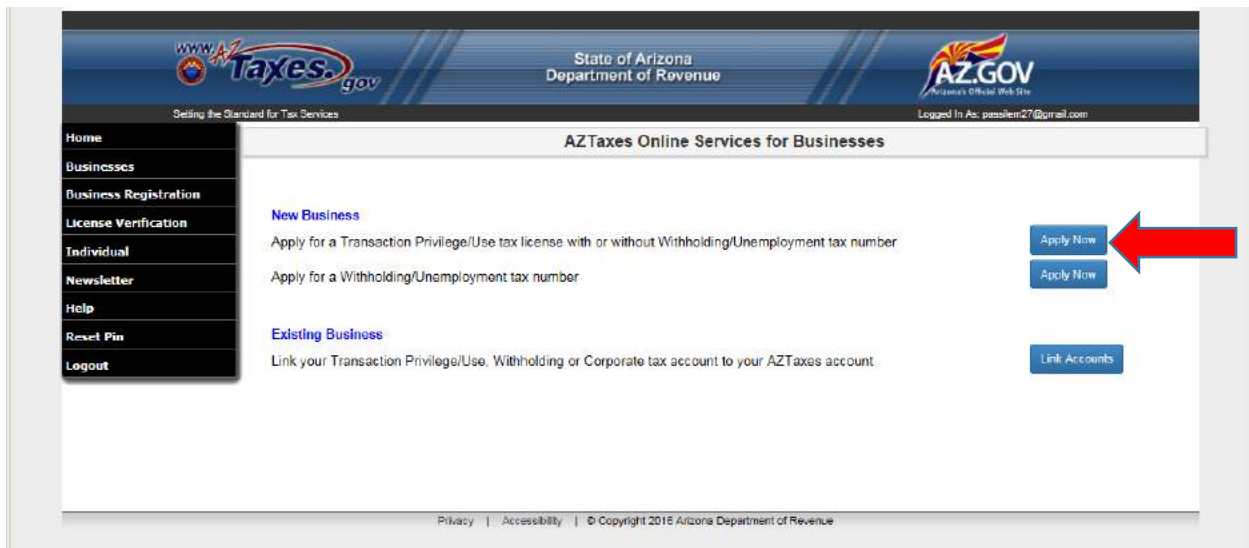
I accept the terms and conditions specified in the Terms of Use policy.

[Save E-Signature PIN](#)

[Privacy](#) | [Accessibility](#) | © Copyright 2016 Arizona Department of Revenue



Once the user account is set up you can apply for the Transaction Privilege/Use Tax License. Click on *Apply Now* for the Transaction Privilege/Use tax license.



Contractors are unable to apply for the tax license online. Click *Continue* if you are not a contractor.

The screenshot shows the top navigation bar with the 'www.AZ.Taxes.gov' logo, 'State of Arizona Department of Revenue', and 'AZ.GOV' logo. Below the navigation bar, there is a sidebar menu on the left with options: Home, Businesses, Business Registration, License Verification, Individual, Newsletter, Help, Reset Pin, and Logout. The main content area is titled 'Welcome to the Arizona Joint Tax Application'. It contains an attention notice: '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.' Below this, it says 'For questions, please call 602.542.4576.' and 'If you are not a construction contractor, owner/builder or speculative builder click continue below.' At the bottom of the main content area, there are two buttons: 'Cancel' and 'Continue'. A large red arrow points to the 'Continue' button. The footer contains 'Privacy | Accessibility | © Copyright 2016 Arizona Department of Revenue'.

Information needed to complete the application is posted on the next page.

The screenshot shows the same top navigation bar as the previous page. The sidebar menu is also present. The main content area is titled 'Welcome to the Arizona Joint Tax Application'. It contains a paragraph: '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.' Below this, there is a section titled 'Information Needed to Get Started'. It states: '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:' followed by a bulleted list: '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', and 'If you purchased your company, the name, address, phone number and FEIN of the previous business'. Below the list, it says 'Please note: All fees must be paid before the application will process.' At the bottom of the main content area, there are two buttons: 'Cancel' and 'Continue'. A large red arrow points to the 'Continue' button. The footer contains 'Privacy | Accessibility | © Copyright 2016 Arizona Department of Revenue'.

Click *Continue* and you will be taken to the first page of the application. All information with a red asterisk must be completed.

The screenshot shows the 'Taxpayer Information' form on the Arizona Department of Revenue website. The form is titled 'Taxpayer Information' and includes several required fields marked with an asterisk. The fields are: 'Type of Organization/Ownership' (a dropdown menu), 'Tax ID Type' (radio buttons for Employer Identification Number or Social Security Number), 'Tax ID (Numbers Only)' (a text input field with a link to 'Register for a new EIN'), 'Legal Business Name' (a text input field), 'Business Description' (a text input field), and 'Date Business Started in Arizona' (a date input field). Below these fields is a 'NAICS Choices' section with a note 'Maximum number of NAICS codes allowed = 4'. This section contains a list of '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) and a 'NAICS Codes' section with a button 'First choose NAICS Sector in left box' and a text input field 'Enter NAICS Code'. At the bottom of the form are 'Cancel' and 'Save & Continue' buttons. The footer of the page includes 'Privacy | Accessibility | © Copyright 2016 Arizona Department of Revenue'.

Type of Organization/Ownership: Individual (sole person, married couple, etc), Partnership (if a legal partnership has been created & registered), Corporation, Government, Limited Liability Corporation(LLC), Limited Liability Partnership (LLP), Association, Trust, Sub Chapter S Corporation, Joint Venture, Receivership, Estate. **Please note: choosing a organization/ownership type on this application does not form a corporation, LLC, etc. Please visit the Corporation Commission to register your organization.

Tax ID Type: Employer Identification Number (EIN) or Social Security Number (SSN)

Tax ID (numbers only): enter either the EIN or SSN for the organization/ownership. **Please note: EIN is required for ownership types other than individual; and/or, if you have employees. If you need to register for an EIN, click on the link provided.

Legal Business Name: enter the legal name of your business. If the application is for residential or commercial rental, the legal name is the deeded owner of the property.

Business Description: provide a short, detailed description of your taxable activity, i.e. residential rental, online sales of clothing, restaurant, wholesale of autos, etc.

Date Business Started in Arizona: provide the date the business started in Arizona.

NAICS Sectors: find the section your business fits into & click on the name. It is important to find the section that is the closest match to your business type. Once selected the NAICS Codes section will populate based on the NAICS Sector selected.

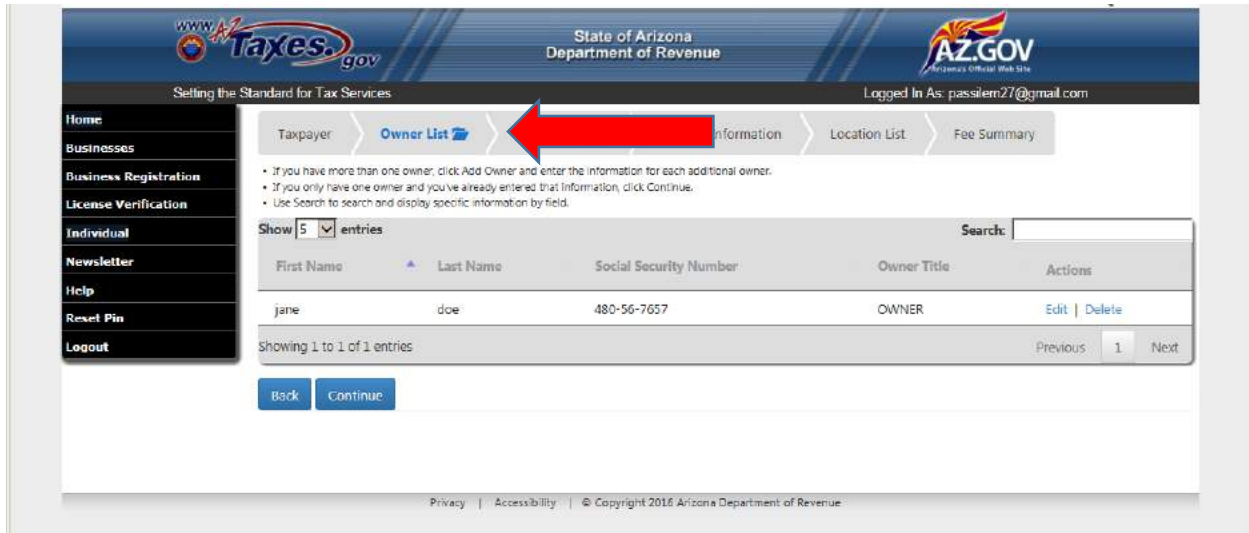
NAICS Codes: find the code that most resembles your type of business activity. Once a correct code is found click on the code & then click on *Add NAICS Code*. You can chose up to 3 codes if you have varied business activities.

Once all areas are complete click on *Save & Continue*.

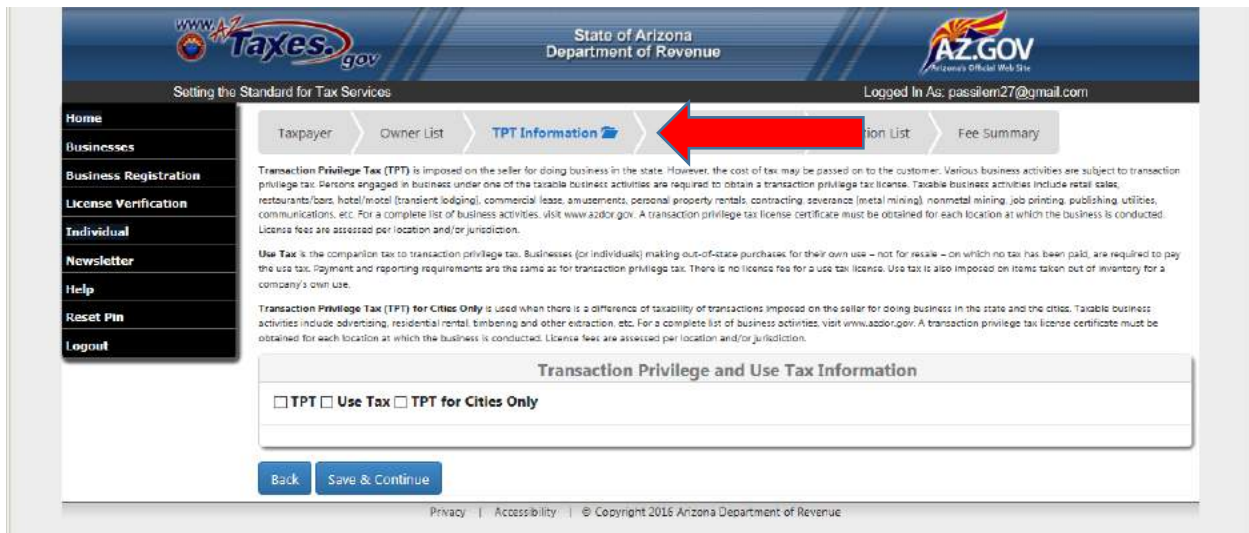
Next you will add the owner information. Owner information includes the owner name, SSN & home address. Once complete click on *Save*.

The screenshot displays the Arizona Department of Revenue's online portal. At the top, the header includes the 'www.AZ.Taxes.gov' logo, the 'State of Arizona Department of Revenue' text, and the 'AZ.GOV' logo. A navigation menu on the left lists options like Home, Businesses, Business Registration, License Verification, Individual, Newsletter, Help, Reset Pin, and Logout. The main content area shows a form for adding owner information. The form is titled 'Add Owner Information' and includes fields for Last Name, First Name, MI, Social Security Number (with '480-56-7657' entered), Title (with 'OWNER' selected), and Percent Owned (with '100' entered). Below this is the 'Complete Residence Address' section, which includes a Country dropdown (set to 'USA'), Address Line 1 and 2, City, State dropdown, Zip Code, Contact Phone Number, and Contact Fax Number. At the bottom of the form are 'Cancel' and 'Save' buttons. The footer contains links for Privacy and Accessibility, and a copyright notice for 2016 Arizona Department of Revenue.

You will now be on the *Owner List* page. If there is more than one owner, click *Add Owner* & enter the information for each owner. If only one owner & information has been entered, click *Continue*.



You are now on the TPT Information page. Check which type of license you are applying for.



TPT: select for the tax license

Use Tax: select if you will have use tax to report. Use tax is due, for example, when tax was not paid on out-of-state purchases of tangible goods for a business's personal use; or, when items are taken out of a business's inventory for personal use. TPT & Use Tax can both be selected if applicable.

TPT for Cities Only: this selection is used for residential rentals as tax is only due to City where the rental is located. The State does not charge/collect tax for residential rentals.

Click *Save & Continue* when done.

Complete the Transaction Privilege & Use Tax Information questions. Click *Save & Continue* when done.

The screenshot shows the Arizona Department of Revenue website. The header includes the logo for 'www.AZ.Taxes.gov', the text 'State of Arizona Department of Revenue', and the 'AZ.GOV' logo. A navigation bar contains links for 'Taxpayer', 'Owner List', 'TPT Information' (which is highlighted), 'Address Information', 'Location List', and 'Fee Summary'. A sidebar on the left lists various services like 'Home', 'Businesses', 'Business Registration', etc. The main content area is titled 'Transaction Privilege and Use Tax Information' and contains several sections with form fields and radio buttons.

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. 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. 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

Date Sales Began *

What is your estimated tax liability for your first twelve months of business? *

TPT Filing Method *
 Cash Accrual

Does your business sell new motor vehicle tires or vehicles? *
 Yes No

Does your business sell tobacco products? *
 Yes No

Choose your filing frequency.
 Monthly Quarterly Annual Seasonal

[Back](#) [Save & Continue](#)

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TPT Filing Method

Cash: requires payment of tax based on sales receipts actually received during the period covered on the tax return.

Accrual: tax is calculated on the sales billed rather than actual receipts.

Complete the Mailing Address Information & location of tax records. Click *Save & Continue* when done.

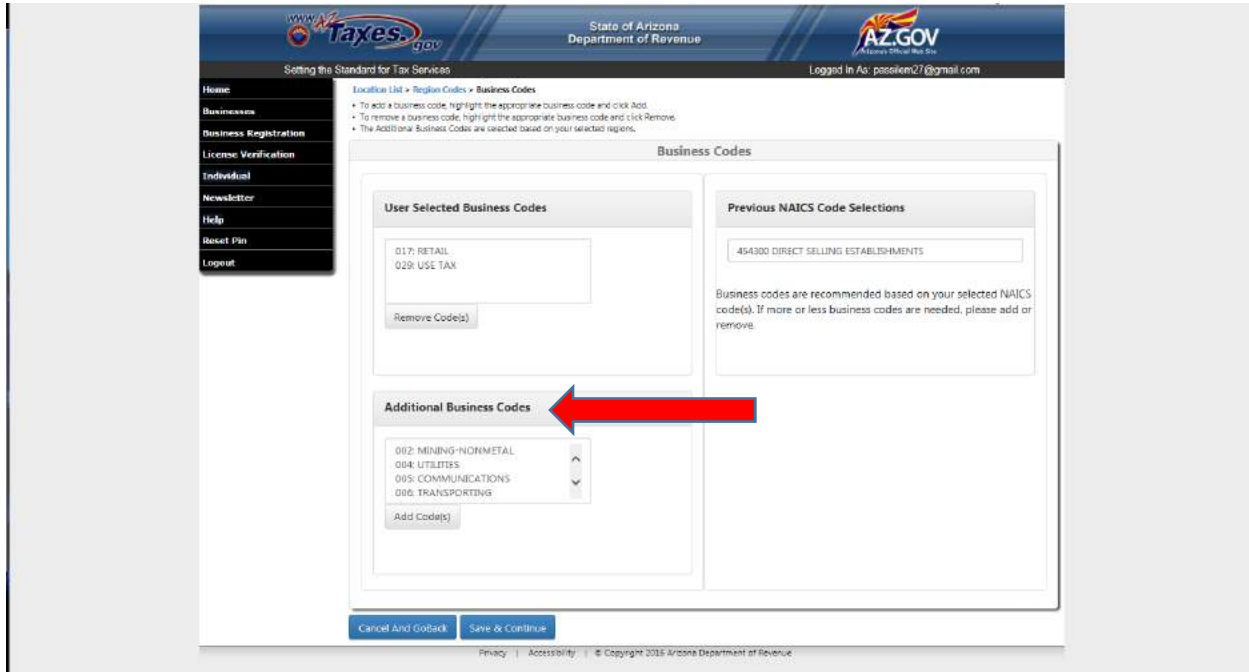
The screenshot shows a web form titled "Mailing Address Information" with a navigation bar at the top containing "Taxpayer", "Owner List", "TPT Information", and "Address Information" (highlighted with a red arrow). A sidebar on the left lists menu items: Home, Businesses, Business Registration, License Verification, Individual, Newsletter, Help, Reset Pin, and Logout. The form is divided into two main sections. The first section, "Mailing Address Information", contains fields for Country (USA), Address Line 1, Address Line 2, City, State, Zip Code, Contact Phone Number, Contact Fax Number, and Email. The second section, "Please identify the location of the tax records", includes a checkbox for "Same as Mailing Address", a note "(Please provide physical address not P.O. Box address.)", and fields for Name of company or person to contact, Contact Phone Number, Contact Fax Number, Country (USA), Address Line 1, Address Line 2, City, State, and Zip Code. At the bottom are "Back" and "Save & Continue" buttons. The footer includes "Privacy | Accessibility | © Copyright 2016 Arizona Department of Revenue".

Complete the Location Information. ****Please note: for residential and commercial rentals the location address will be the rental address. Also, the location address cannot be a PO Box or Route Number.**

Click *Save* when done.

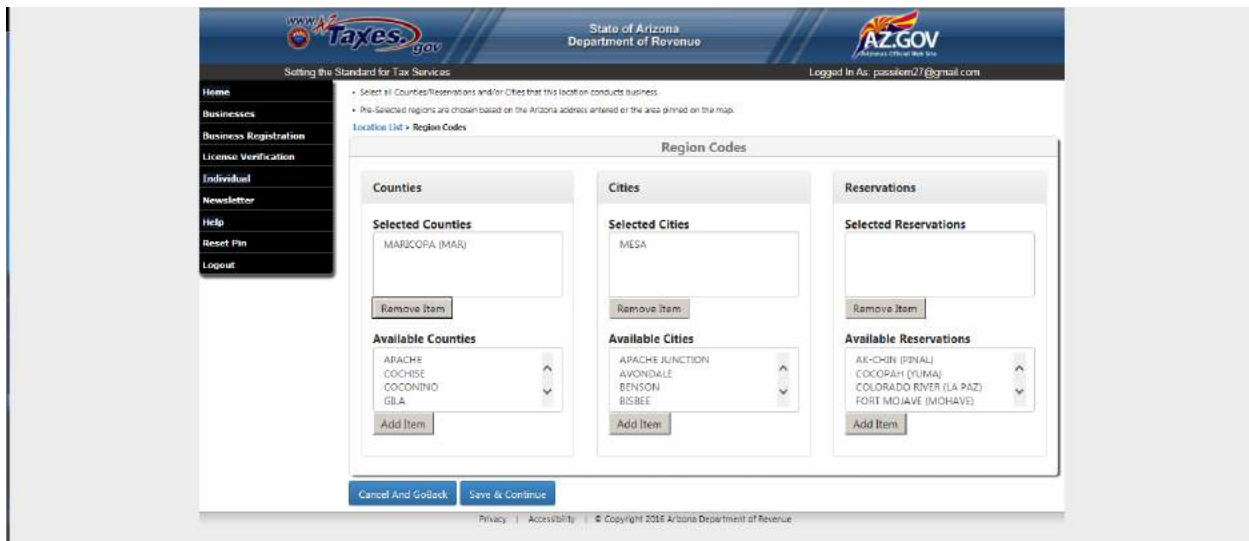
The screenshot shows a web form titled "Add Location Information" with a navigation bar at the top containing "www.AZtaxes.gov", "State of Arizona Department of Revenue", and "AZ.GOV". A sidebar on the left lists menu items: Home, Businesses, Business Registration, License Verification, Individual, Newsletter, Help, Reset Pin, and Logout. The form is titled "Location List > Add Location" and "Add Location Information". It contains fields for "Doing Business As", "Address Line 1", "Address Line 2", "City", "Zip Code", and "Contact Phone Number". There is a checkbox labeled "This is a Non-Arizona address". At the bottom are "Cancel" and "Save" buttons. The footer includes "Privacy | Accessibility | © Copyright 2016 Arizona Department of Revenue".

You will now be on the Business Codes page. Review the information & make sure correct. All taxable business codes are listed in the Additional Business Codes section. If additional business codes are needed for your business & are not listed in the User Selected Business Codes section be sure to add them. Click *Save & Continue* when done.



The next page is the Region Codes section. Based on the information you entered the Counties & Cities section will be populated. Be sure to add & remove items as necessary. The Counties & Cities listed should be where your business is located. If you have businesses at multiple locations, are a mobile business, or a vendor at special events you may have various Counties & Cities that need to be added.

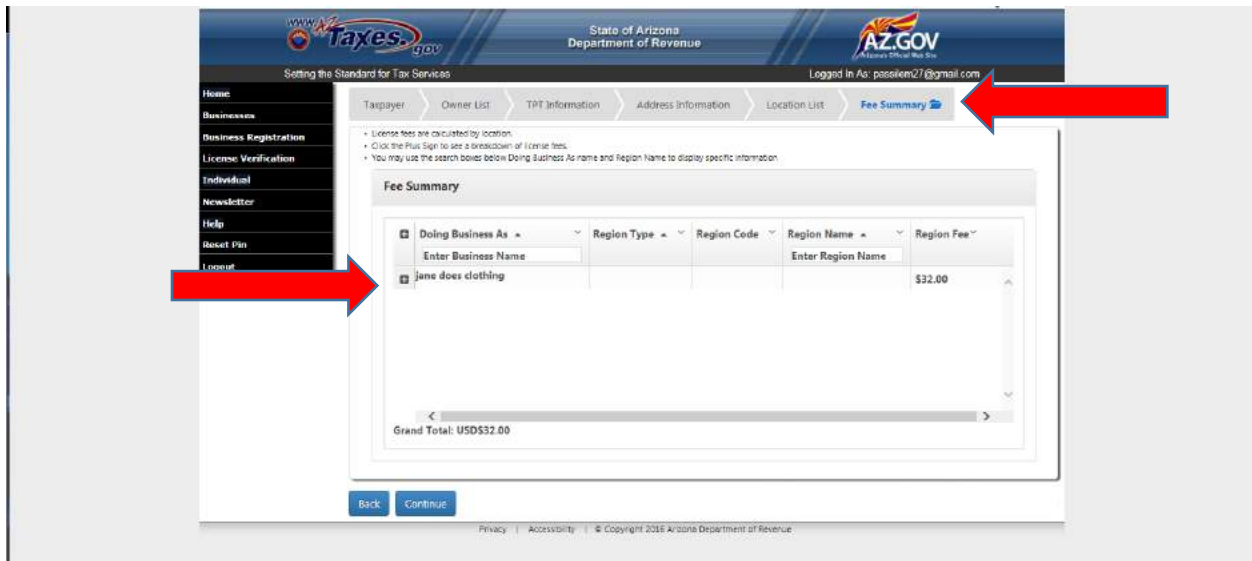
Click *Save & Continue* when done.



You will now be on the Location List section. If you have more than one location click *Add a Location* and enter the information for the next location. Once complete, or if you only have one location & all information has been listed, click *Continue*.



You will now be on the Fee Summary section. If you click on the “+” signs to the left of the business names you can see the breakdown of fees.



Click *Continue* once you have reviewed the fees.

www.aztaxes.gov State of Arizona Department of Revenue AZ.GOV
Setting the Standard for Tax Services Logged In As: passitem27@gmail.com

Home Businesses Business Registration License Verification Individual Newsletter Help Reset Pin Logout

Taxpayer Owner List TPT Information 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
Enter Business Name			Enter Region Name	
jane does clothing				\$32.00
jane does clothing	STATE			\$12.00
jane does clothing	CITY	ME	MESA	\$20.00

Grand Total: USD\$32.00

Back Continue

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For Payment Information you will need to enter your checking or savings account information. Click *Save & Continue* when done.

www.aztaxes.gov State of Arizona Department of Revenue AZ.GOV
Setting the Standard for Tax Services Logged In As: passitem27@gmail.com

Home Businesses Business Registration License Verification Individual Newsletter Help Reset Pin Logout

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
⑆ 23456789 ⑆ 23456789 ⑆

Routing Number Account Number

Bank Routing Number Bank Routing Number Verify

Bank Account Number Bank Account Number Verify

Bank Account Type
Checking

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

Back Save & Continue

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Follow whatever prompts are listed next to complete the application & payment process.