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*

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


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

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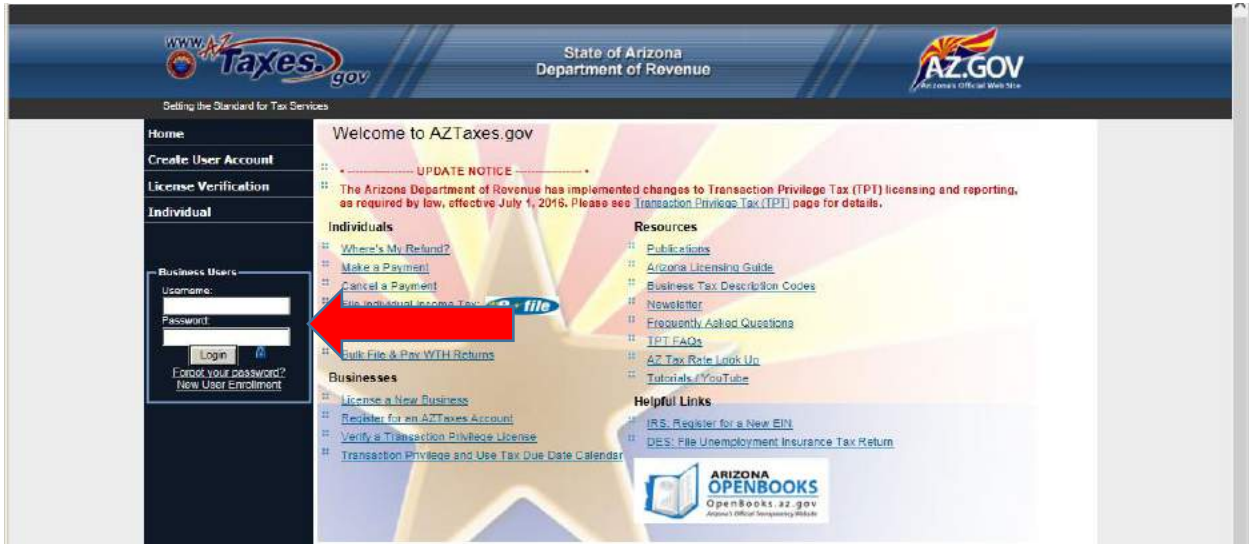
Once logged in you will need to change your password, answer security questions, & set up a self-selected personal identification number (PIN). Be sure to note your PIN number as it will be used to electronically sign your paperwork.
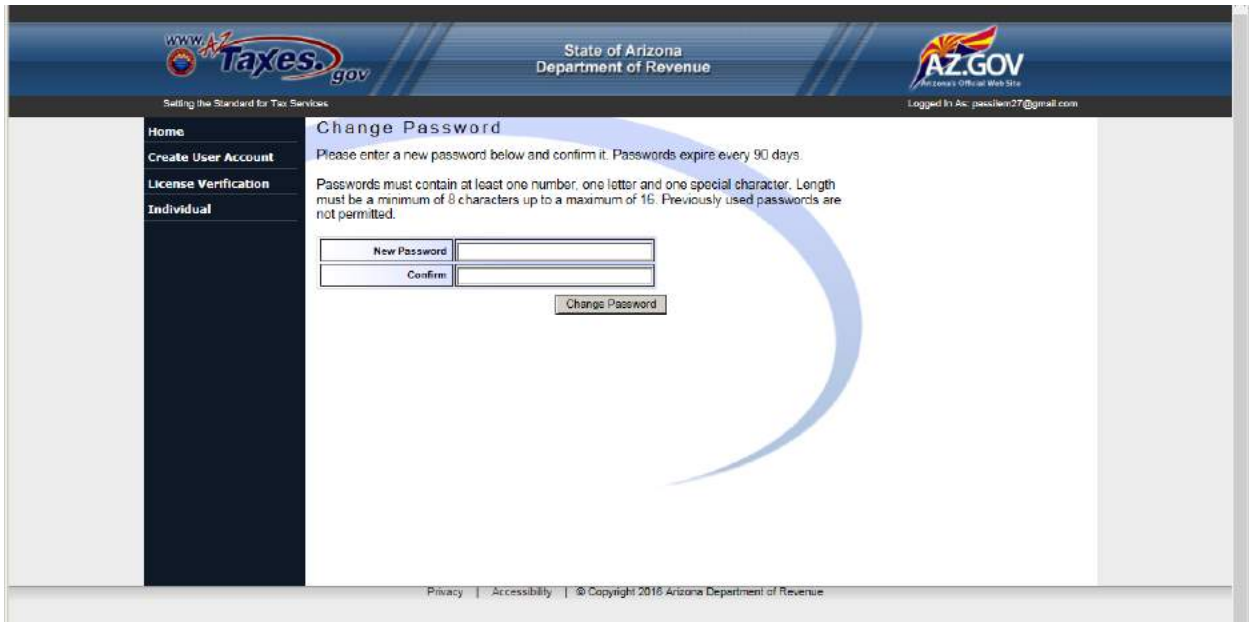
www.AZTaxes.gov

State of Arizona
Department of Revenue

AZ.GOV
Arizona's Official Web Site

Setting the Standard for Tax Services

Logged In As: passilem27@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 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 teache ▼

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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State of Arizona
Department of Revenue

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Setting the Standard for Tax Services

Logged In As: passilem27@gmail.com

Home
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 chose 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 the 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.
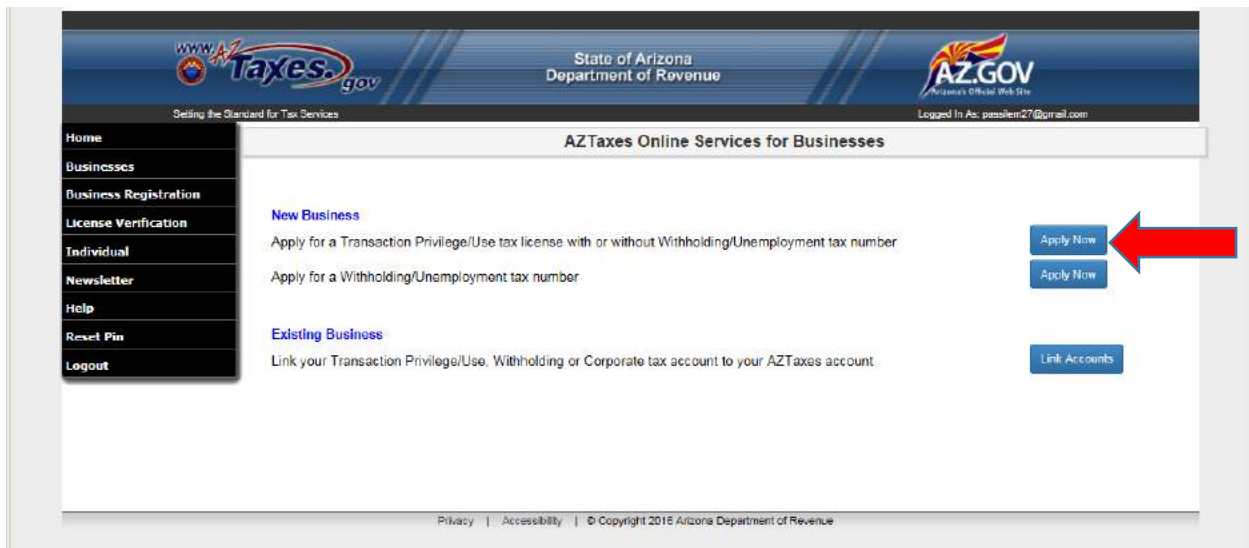
☐ **I accept the terms and conditions specified in the Terms of Use policy.**

Save E-Signature PIN

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 <u>not</u> a contractor.

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

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

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: chosing 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.*

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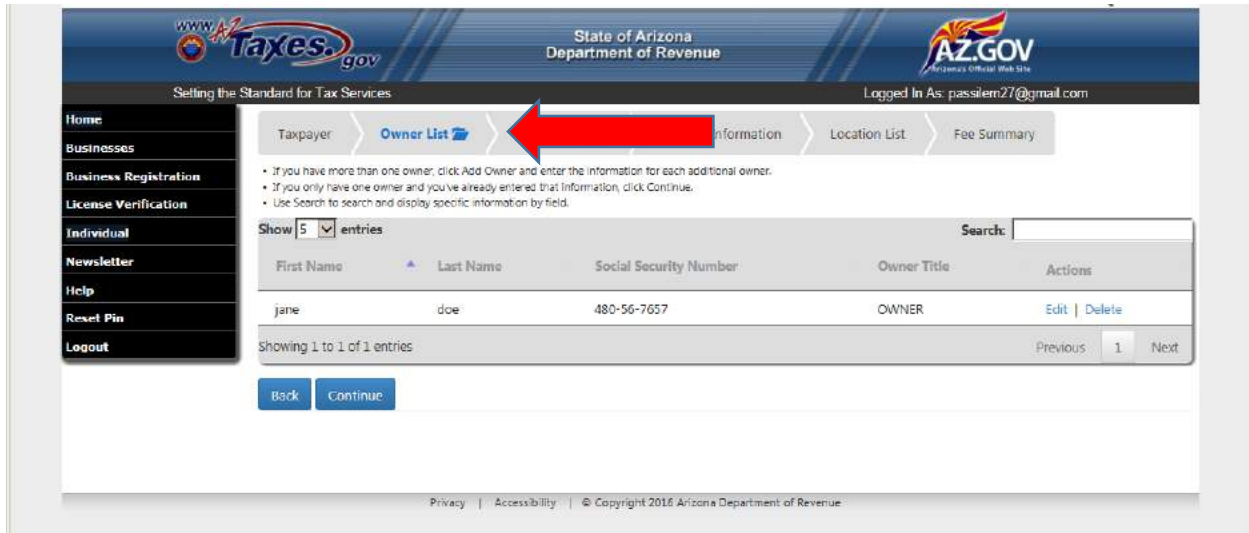
You are now on the TPT Information page. Check which type of license you are applying for.
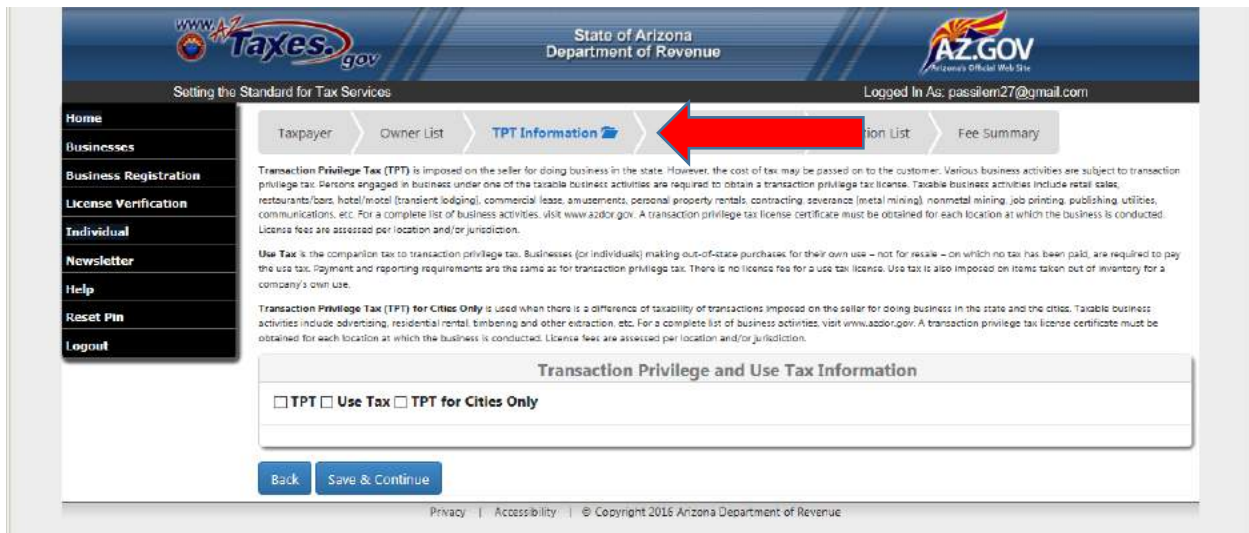
TPT: select for the tax license

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.

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.

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.

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.
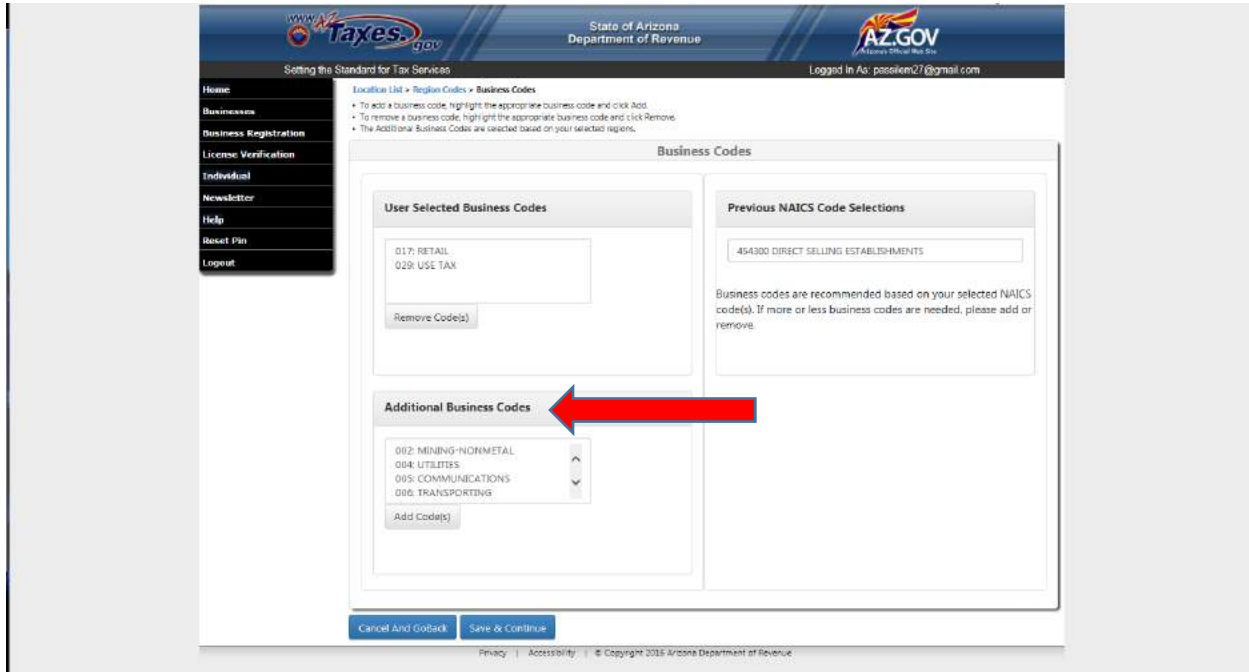
The next page is the Region Codes section. Based on the information you entered the Counties & Cities section will be populated. Be sure to add & remove items as necessary. The Counties & Cities listed should be where your business is located. If you have businesses at multiple locations, are a mobile business, or a vendor at special events you may have various Counties & Cities that need to be added.
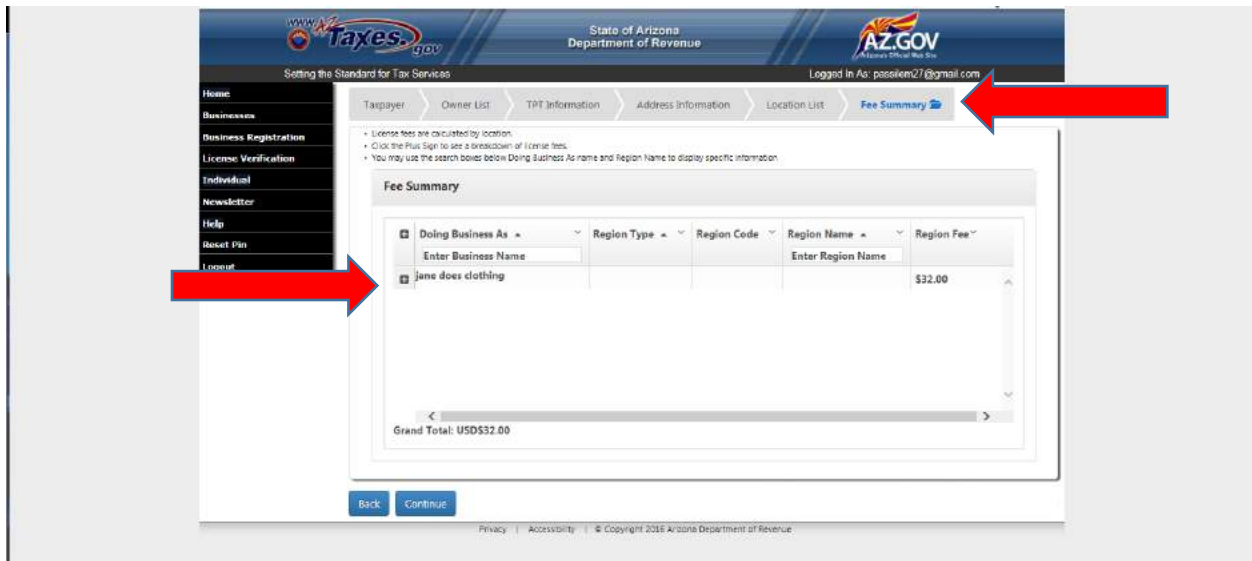
Click *Save & Continue* when done.
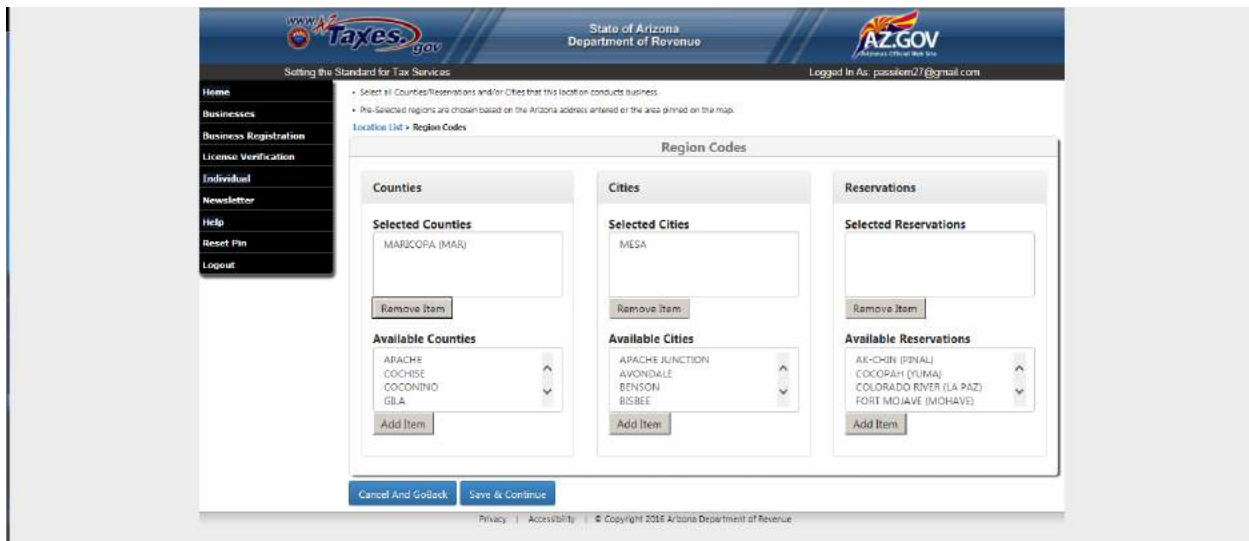
You will now be on the Location List section. If you have more than one location click *Add a Location* and enter the information for the next location. Once complete, or if you only have one location & all information has been listed, click *Continue*.

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.

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

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