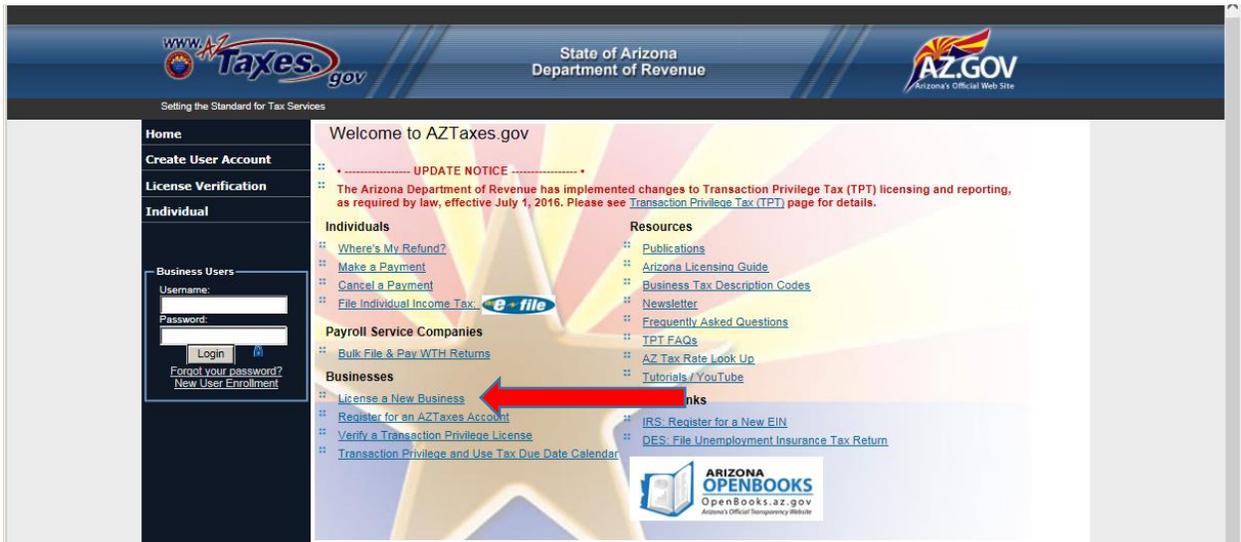


AZTAXES.GOV

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*



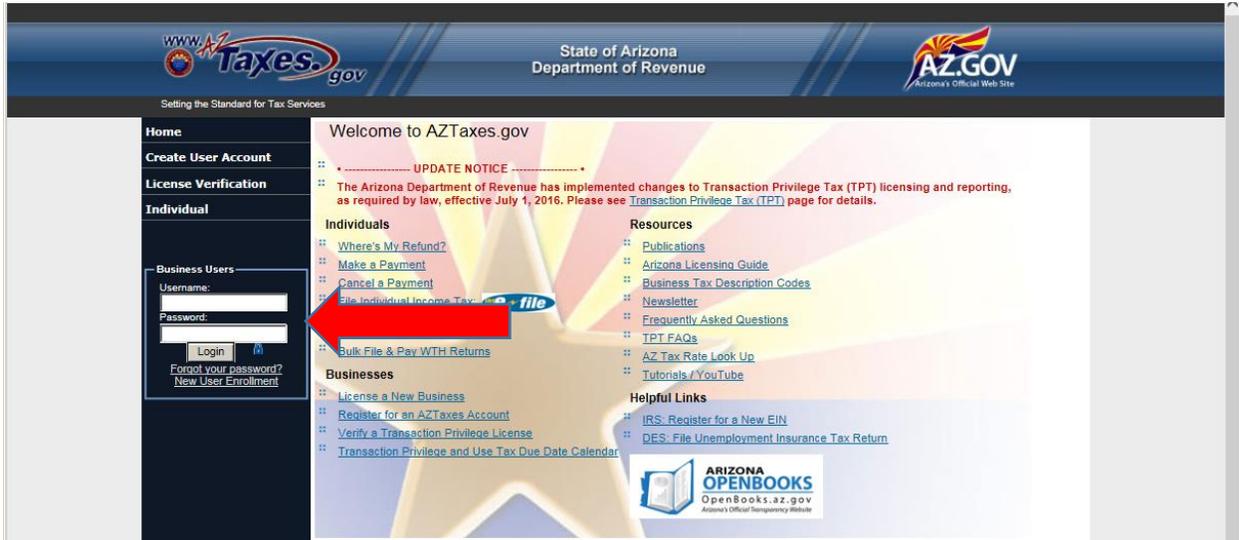
You will then need to complete the *New User Registration*. Click on *Register* when done.

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 'Register' button is located at the bottom of the form. Below the form is a section titled 'AUTHORIZED USE AND RESTRICTIONS ON USE OF THIS ADOR WEBSITE:' which contains a paragraph of legal text and a checkbox for accepting the terms and conditions. At the bottom of the page, there are links for Privacy, Accessibility, and Copyright 2016 Arizona Department of Revenue.

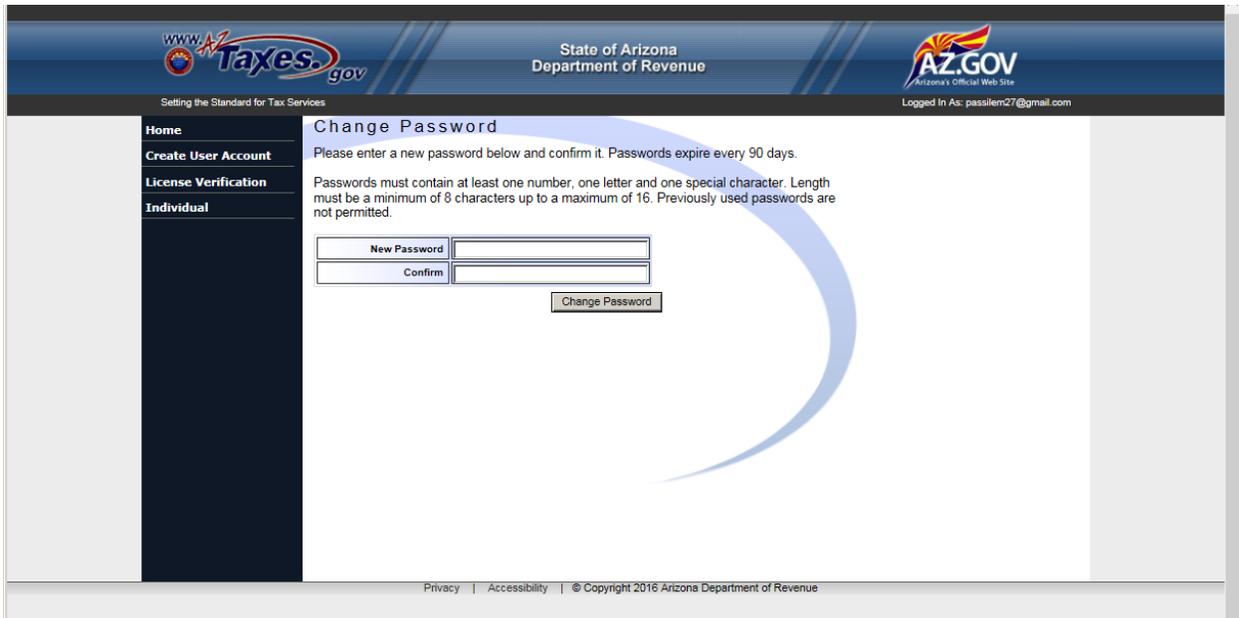
Once registered successfully you will receive the *AZTaxes Account Registration Confirmation* page. Click on *AZTaxes.gov* to be taken to the log in screen.

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 message: 'Thank you for creating an AZTaxes account. You will receive an e-mail containing your temporary password.' Below this is a section titled 'In order to complete your registration, you will need to do the following:' which contains a list of three steps. A red arrow points to the first step: '1. Log into AZTaxes.gov using your temporary password.' At the bottom of the page, there are 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's Official Web Site

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 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](#)

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



Setting the Standard for Tax Services

State of Arizona
Department of Revenue



Arizona's Official Web Site

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

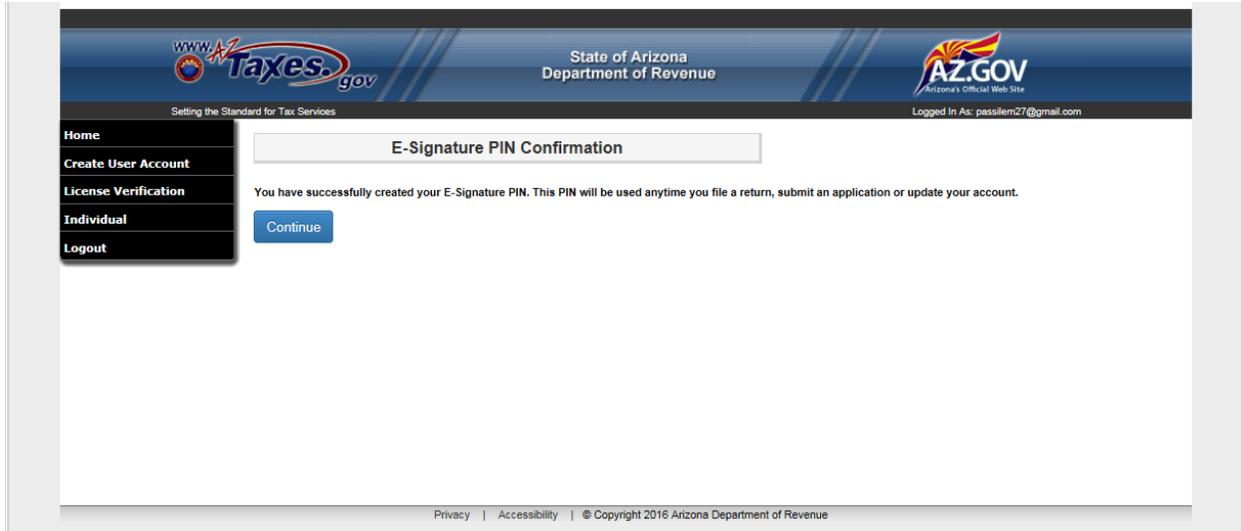
AUTHORIZED USE AND RESTRICTIONS ON USE OF THIS ADOR WEBSITE:

If you 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.

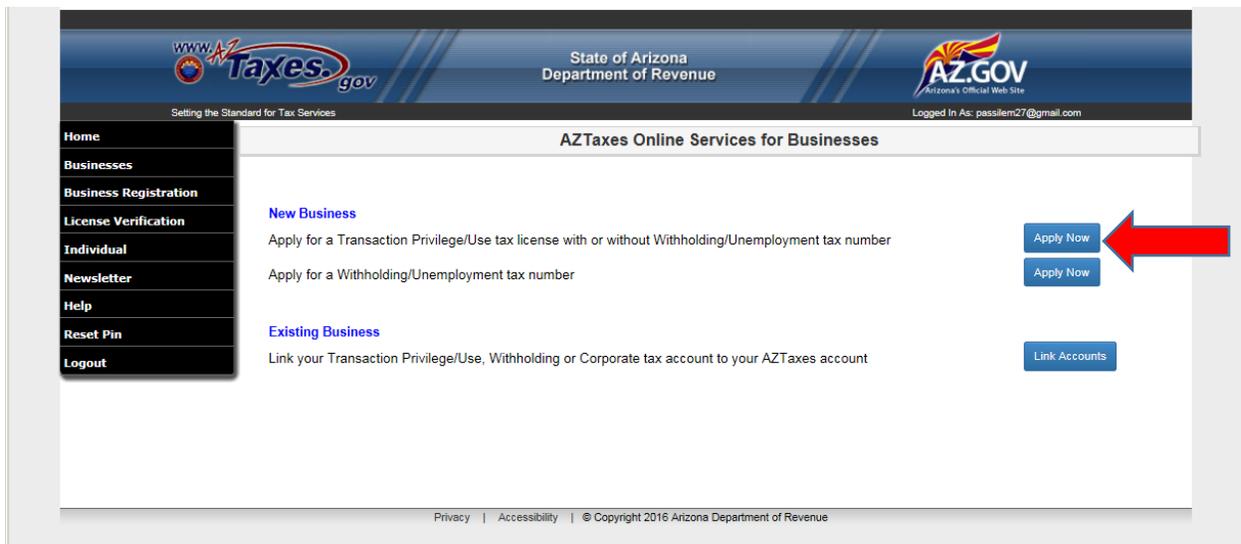
I accept the terms and conditions specified in the Terms of Use policy.

[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.

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
Businesses
Business Registration
License Verification
Individual
Newsletter
Help
Reset Pin
Logout

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 602.542.4576.

If you are not a construction contractor, owner/builder or speculative builder click continue below.

Cancel Continue

Privacy | Accessibility | © Copyright 2016 Arizona Department of Revenue

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

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
Businesses
Business Registration
License Verification
Individual
Newsletter
Help
Reset Pin
Logout

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

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 and 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 section for 'NAICS Choices' with a note that the maximum number of NAICS codes allowed is 4. This section includes 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), a 'NAICS Codes' section with a button to 'First choose NAICS Sector in left box', and a 'NAICS Codes Selected' section with a text input field. At the bottom of the form are 'Cancel' and 'Save & Continue' buttons. The page footer 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.

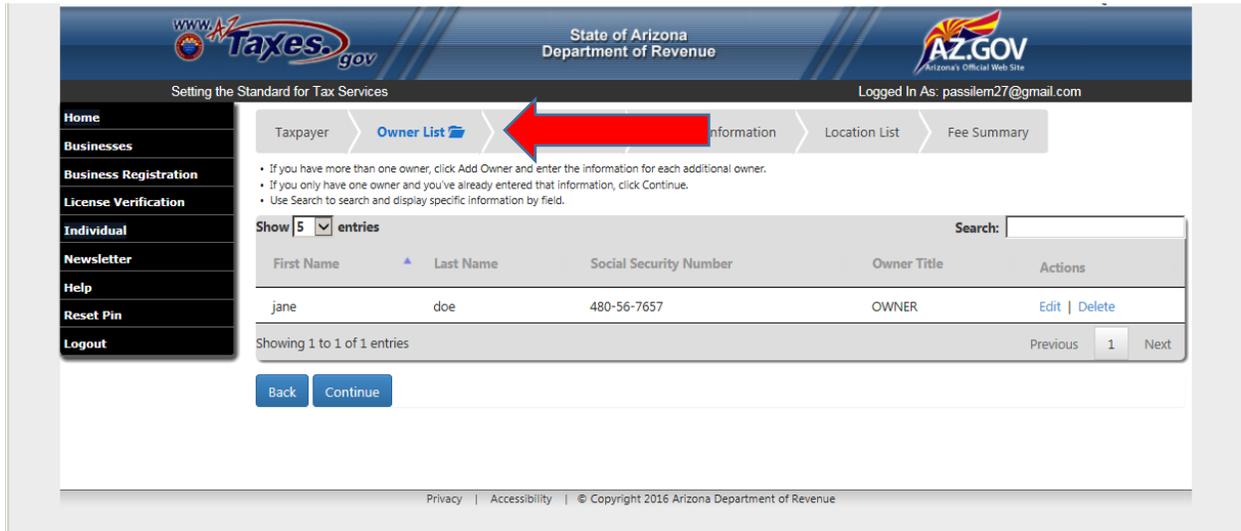
NAICS Codes: find the code that most resembles your type of business activity. Once a correct code is found click on the code & then click on *Add NAICS Code*. You can chose up to 3 codes if you have varied business activities.

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

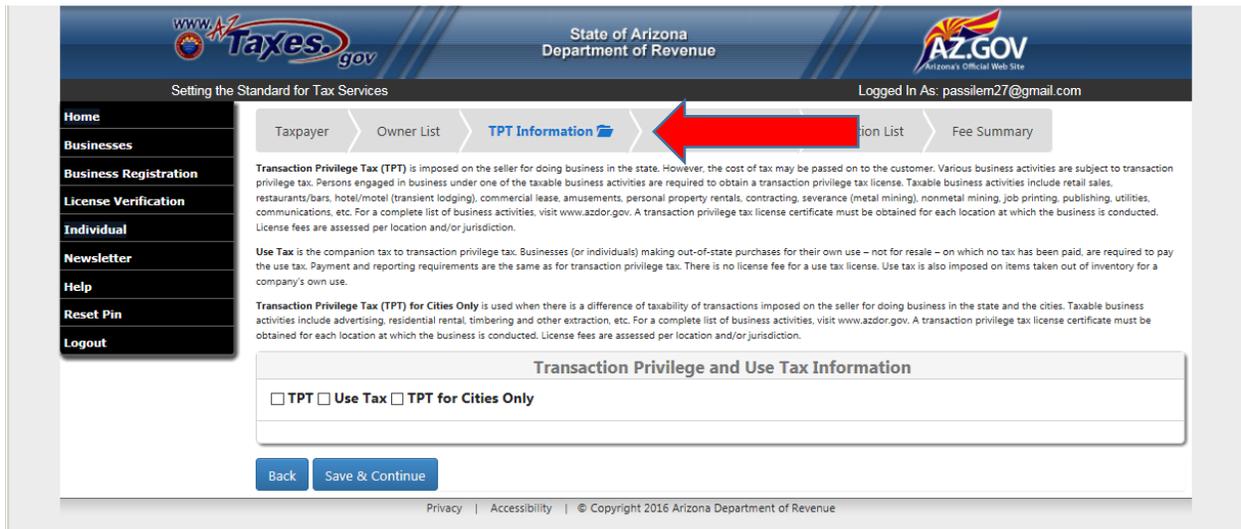
Next you will add the owner information. Owner information includes the owner name, SSN & home address. Once complete click on *Save*.

The screenshot displays the 'Add Owner Information' form on the Arizona Department of Revenue website. The page header includes the 'AZ Taxes.gov' logo, 'State of Arizona Department of Revenue', and '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 form itself is titled 'Add Owner Information' and contains several sections: a header with instructions and a required field indicator; a row for 'Last Name', 'First Name', and 'MI'; a row for 'Social Security Number' (with '490-56-7657' entered), 'Title' (with 'OWNER' selected), and 'Percent Owned' (with '100' entered); a 'Complete Residence Address' section with 'Country' (USA), 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip Code'; and a final row for 'Contact Phone Number' and 'Contact Fax Number'. 'Cancel' and 'Save' buttons are at the bottom of the form. A footer at the very bottom contains links for Privacy, Accessibility, and Copyright 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 AZ Taxes logo, the State of Arizona Department of Revenue name, and the AZ.GOV logo. A navigation bar shows the current step as 'TPT Information' with other steps like 'Taxpayer', 'Owner List', 'Address Information', 'Location List', and 'Fee Summary'. A sidebar on the left contains links for Home, Businesses, Business Registration, License Verification, Individual, Newsletter, Help, Reset Pin, and Logout. The main content area is titled 'Transaction Privilege and Use Tax Information' and contains the following form fields:

- Radio buttons for TPT Use Tax TPT for Cities Only
- 'Date Sales Began *' with a text input field for MM/DD/YYYY
- 'What is your estimated tax liability for your first twelve months of business? *' with a text input field
- 'TPT Filing Method *' with radio buttons for Cash Accrual
- 'Does your business sell new motor vehicle tires or vehicles? *' with radio buttons for Yes No
- 'Does your business sell tobacco products? *' with radio buttons for Yes No
- 'Choose your filing frequency.' with radio buttons for Monthly Quarterly Annual Seasonal

At the bottom of the form are 'Back' and 'Save & Continue' buttons. The footer contains links for Privacy, Accessibility, and a copyright notice for 2016 Arizona Department of Revenue.

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.

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

Taxpayer Owner List TPT Information **Address Information**

Mailing Address Information

Country *
USA

Address Line 1 * Address Line 2

City * State * Zip Code *

Contact Phone Number * Contact Fax Number Email *

Same as Mailing Address
(Please provide physical address not P.O. Box address)

Name of company or person to contact * Contact Phone Number * Contact Fax Number

Country *
USA

Address Line 1 * Address Line 2

City * State * Zip Code *

Back Save & Continue

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.

www.AZtaxes.gov State of Arizona Department of Revenue AZ.GOV
Setting the Standard for Tax Services Logged In As: passilem27@gmail.com

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

Location List > Add Location

Add Location Information

Doing Business As * This is a Non-Arizona address

Address Line 1 * Address Line 2

City * Zip Code *

Contact Phone Number *

Cancel Save

Privacy | Accessibility | © Copyright 2016 Arizona Department of Revenue

You will now be on the Business Codes page. Review the information & make sure it is 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 screenshot shows the 'Business Codes' page. At the top, there's a navigation bar with 'www.AZ.Taxes.gov', 'State of Arizona Department of Revenue', and 'AZ.GOV'. Below that, a sidebar on the left contains links like 'Home', 'Businesses', 'Business Registration', etc. The main content area is titled 'Business Codes' and includes instructions on how to add or remove codes. It features three main sections: 'User Selected Business Codes' with a list of codes and a 'Remove Code(s)' button; 'Previous NAICS Code Selections' with a text box containing '454300 DIRECT SELLING ESTABLISHMENTS' and a note about recommended codes; and 'Additional Business Codes' with a list of codes and an 'Add Code(s)' button. A red arrow points to the 'Additional Business Codes' section. At the bottom, there are 'Cancel And GoBack' and 'Save & Continue' buttons.

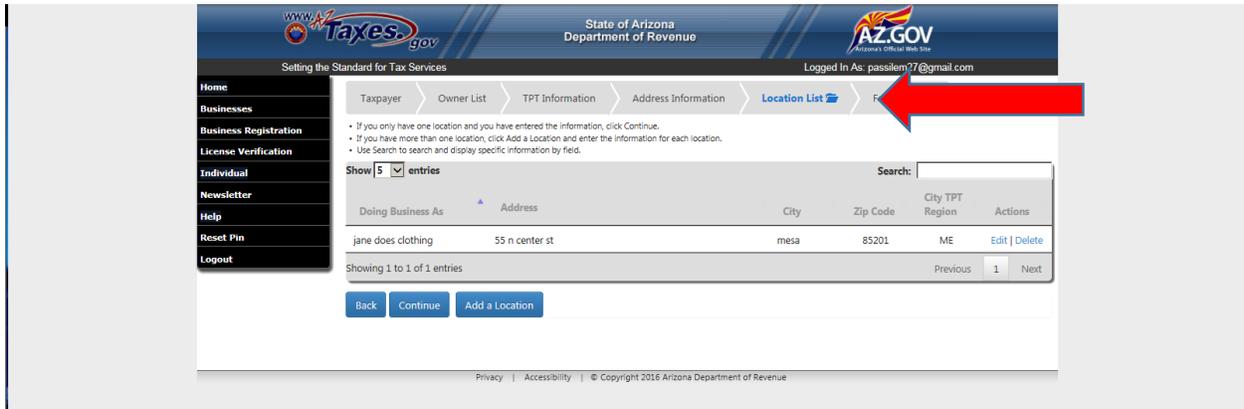
The next page is the Region Codes section. Based on the information you entered the Counties & Cities section will be populated. Be sure to add & remove items as necessary. The Counties & Cities listed should be where your business is located. If you have businesses at multiple locations, are a mobile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

Ensure "Selected Cities" box contains Glendale.

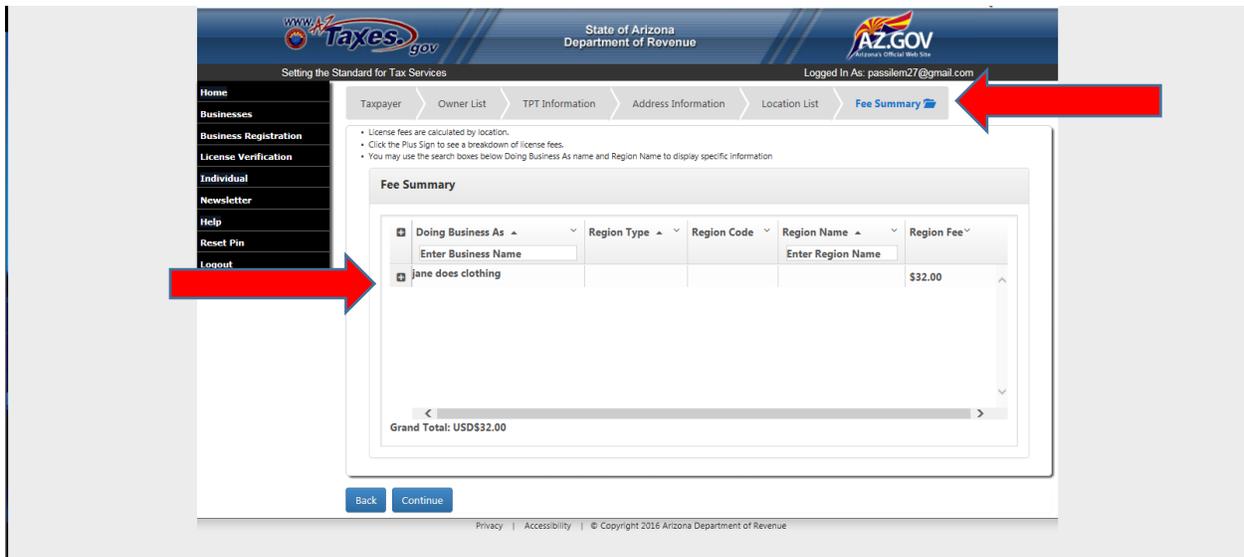
Click *Save & Continue* when done.

The screenshot shows the 'Region Codes' page. It features three columns: 'Counties', 'Cities', and 'Reservations'. Each column has a 'Selected' section with a text box and a 'Remove Item' button, and an 'Available' section with a list of items and an 'Add Item' button. The 'Selected Counties' section contains 'MARICOPA (MAR)'. The 'Selected Cities' section contains 'MESA'. The 'Selected Reservations' section is empty. The 'Available Counties' list includes APACHE, COCHISE, COCONINO, and GILA. The 'Available Cities' list includes APACHE JUNCTION, AVONDALE, BENSON, and BISBEE. The 'Available Reservations' list includes AK-CHIN (PINAL), COCOPAH (YUMA), COLORADO RIVER (LA PAZ), and FORT MOHAVE (MOHAVE). At the bottom, there are 'Cancel And GoBack' and 'Save & Continue' buttons.

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.

The screenshot shows the 'Fee Summary' page on the AZ Taxes.gov website. The page header includes the AZ Taxes.gov logo, 'State of Arizona Department of Revenue', and 'AZ.GOV Arizona's Official Web Site'. The user is logged in as 'passilem27@gmail.com'. The navigation menu on the left includes Home, Businesses, Business Registration, License Verification, Individual, Newsletter, Help, Reset Pin, and Logout. The main content area shows a breadcrumb trail: Taxpayer > Owner List > TPT Information > Address Information > Location List > Fee Summary. Below the breadcrumb trail, there are instructions: '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.' The 'Fee Summary' table has columns for 'Doing Business As', 'Region Type', 'Region Code', 'Region Name', and 'Region Fee'. The table contains three rows for 'jane does clothing' with fees of \$32.00, \$12.00, and \$20.00. The 'Grand Total' is USD\$32.00. At the bottom, there are 'Back' and 'Continue' buttons.

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

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

The screenshot shows the 'Payment Information - Arizona Joint Tax Application' page on the AZ Taxes.gov website. The page header includes the AZ Taxes.gov logo, 'State of Arizona Department of Revenue', and 'AZ.GOV Arizona's Official Web Site'. The user is logged in as 'passilem27@gmail.com'. The navigation menu on the left is the same as in the previous screenshot. The main content area shows the title 'Payment Information - Arizona Joint Tax Application' and instructions: '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.' Below the instructions, there is a sample of a check number: 'for Taxes Due 123456789 123456789'. The form fields include 'Bank Routing Number', 'Bank Routing Number Verify', 'Bank Account Number', 'Bank Account Number Verify', 'Bank Account Type' (with 'Checking' selected), and a question 'Will this payment originate from a bank account outside the United States banking system?' with 'Yes' and 'No' radio buttons. At the bottom, there are 'Back' and 'Save & Continue' buttons.

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