

ARIZONA LUXURY TAX

Tobacco e-File System



Topics Covered

This presentation will cover the following topics of upcoming Tobacco Tax Filing Changes

- Overview
- Registration for Luxury Online
- Login, Updating Your Profile
- Tribal Retailers
- Renewal Process
- Electronic Filing and Paying
- Submitting Copies of Invoices
- Ordering Tobacco Stamps Online
- Tribal Rebates and Refunds
- Who to Contact for Assistance



Overview

Arizona Revised Statutes (“A.R.S.”) § [42-3053](#) requires licensed tobacco distributors to submit all required reports and returns and remit payment of taxes through an electronic filing system established by the Arizona Department of Revenue.

All persons required to file reports with the Department pursuant to the federal [Prevent All Cigarette Trafficking \(“PACT”\) Act](#) and A.R.S. § [42-3211\(B\)](#) may also do so electronically through this system.

The Department will also be accepting and processing License Applications for Distributors of Tobacco Products, Applications for Registration to Sell Tobacco Products – Tax Free or Reduced Rates and Revenue Stamp Transactions via the electronic system.



Registration for Arizona's Luxury Tax Online

URL - TBD

Information required:

- Entity name; including DBA
- Addresses
 - Business location, sites, records, mailing
- Phone numbers
- E-mail
- Description of business activity
- Corp Officers, Partners, Owners
- Banking information
 - Account type, Routing number, Account number



Arizona's Luxury Tax Online

Luxury Tax Online

New user registration

Registering a new business?
[New business registration](#)

Already registered?
[Request your Luxury Tax Online authorization code](#)

Received your **Luxury Tax Online** authorization code?
[Create your web logon and access your accounts](#)



Need to finish a request?

[Search for Existing Request](#)

Log in for complete access

File and pay taxes, review tax records, and manage your tax account access and licenses.

User name [Forgot username?](#)

Required

Required

Password [Forgot password?](#)

Required

[Log in »](#)

What can I do in Luxury Online?

[Learn more »](#)

Other helpful resources

[Arizona Department of Revenue](#)

[Arizona Luxury Tax Info](#)

- Registering a new business
- Request a logon
- Create your web logon
- Search for Existing Request
- Learn more



Learn more...

Services ? ✕

What can I do in Luxury Online?

- File returns
- Make payments via electronic check
- Manage tax accounts
- Update Profile
- Update addresses

What accounts are available in Luxury Online?

- OTP Distributor
- Cigarette Distributor
- Cigarette Stamp Order
- Tobacco Supplier PACT
- Tobacco License

OK **Cancel**



Registering a new business?

New Business Registration

Previous

Business Information

Next

Save and Finish Later

Business Structure

Are you a Business or Individual Sole Proprietorship?

Business



Business ID

ID Type

FEIN

Enter your Federal Identification Number.

Required

Confirm your Federal Identification Number

Required

Required

Format: 99-9999999

Business Name

Legal

Required

Trade Name

DBA

Industry Classification Code

NAICS

Add

Is this your primary industry?

- Business Structure
 - Business or Individual
- Business ID
 - FEIN or ITIN
- Business Name
 - Legal
 - DBA
- NAICS – Industry Classification Code



Registering a new business?

- Business Details
 - Taxpayer Structure
 - Incorporation Date
 - State of Incorporation
- Business Location
 - In State or Out of State
- Additional Information
 - Purpose of Business
 - Additional Information
- Website Address

New Business Registration

Previous

Business Attributes

Next

Business Details

Taxpayer Structure

Required

Incorporation Date

State of Incorporation

Business Location Information

Is the business you are registering located in Arizona?

Required

When did you begin conducting business in Arizona?

Required

Additional Information

Purpose of Business

Required

Additional Information

Website Address



Registering a new business?

New Business Registration

Previous

Ownership and Governance

Next

Save and Finish Later

Cancel

Provide the names of the applicant's principals (e.g., corporate officers, managing members and anyone who directly or indirectly, owners or controls ten percent or more of the applicant)

OWNERSHIP AND CONTROL

Filter

	Name	Percentage of Ownership of Control

Identify the corporate officers, managing members or any other individuals who, through their position with the applicant, have the legal authority to represent the applicant

BUSINESS GOVERNANCE

Filter

	Name	Title

Conviction and Revocation Information

Check box if any principles listed:

- Have ever been convicted of a class 3 felony under A.R.S. § 42-1127(E), which includes transporting, or offering for sale, in an unstamped or unlawfully stamped condition, 10,000 or more cigarettes that were subject to Arizona tobacco tax. Pursuant to A.R.S. § 42-3201(E), persons convicted under this statute are permanently ineligible to hold a license.

- Have had their civil rights suspended under section A.R.S. § 13-904. A person whose civil rights have been suspended will be ineligible to hold a license for a period of five years following the restoration of the person's civil rights. If the principal's civil rights were restored more than five years ago, please submit an explanation to the Department of Revenue, Luxury Tax Unit.

Has the department revoked any license held by any of the principles listed?

No

Enter the date your license was revoked



Registering a new business?

New Business Registration

Previous Additional Location Next

Do you conduct business for the purpose of tobacco distribution at your principal place of business? No x

Complete the required site information for your first retail location

Site Details

Commence 01-Apr-2015 Cease

Name

DBA

Address

USA Verify Address

Street

Street 2

Unit Type Unit City

ARIZONA Zip County

Attention

Warehouse Location Attributes

Additional Information

Hours of Operation

Cigarette Location

OTP Location

- Location Information
 - Yes or No
 - Commence Date
 - Name
 - Address
 - Additional Information
 - Hours of Operation
 - Type of Location
 - Cigarette
 - Other Tobacco Products

This screen will be completed for each location including primary and any additional sites (warehouses).



Registering a new business?

New Business Registration

Previous

Mailing Options

Next

Save and Finish Later

Enter the street address of the **Primary Physical** business location. P.O. boxes cannot be used as a physical location address.

Location Address

USA	Verified	
1600 W MONROE ST		
Street 2		
Unit Type	Unit	PHOENIX
ARIZONA	85007-2612	MARICOPA
Attention		

Check box if your business mailing address is different from your business location

Enter if different from business location address

Mailing Address

USA	Verified	
PO BOX 9123		
Street 2		
Unit Type	Unit	PHOENIX
ARIZONA	85068-9123	MARICOPA
Jane Doe, President		

- Types of Address Information
 - Business Location
 - Mailing
 - Location of Records

New Business Registration

Previous

Location of Records

Next

Is the Location of Records different than the Primary Business location Yes

Location of Records Address

USA	Verified	
1800 W MONROE ST		
Street 2		
Unit Type	Unit	PHOENIX
ARIZONA	85007-2616	MARICOPA
Attention		



Registering a new business?

- Contact Information
 - Name
 - Email
 - Phone Number

New Business Registration

Previous

Contacts

Next

S

Please provide a contact that the department can contact to resolve any outstanding issues with your account.

Contact

Corporate Officer

JANE DOE

jane.doe@123Tobacco.com

Business Phone

USA

1

(602)

716-0000

Extension

New Business Registration

Previous

Tax Accounts

Next

Save

You are required to select at least one account to register your business.

Accounts to Register

I am applying to obtain a distributor's license for cigarettes

I am applying to obtain a distributor's license for other tobacco products (OTP)

I am importing tobacco products into Arizona and i would like to submit my PACT report online

I am an on reservation tobacco retailer, owned or operated by a tribe or enrolled member

Required

- Types of Accounts
 - Cigarette
 - Other Tobacco Products
 - Manufacturers
 - Tribal Retailer



Registering a new business?

New Business Registration

Previous

License

Next

Submit

Save and Finish Later

Cancel

License Fee

There is an annual fee of \$25.00 for EACH place of business listed in the tobacco license Application. Registration fees must be paid in full at the time your application is submitted.

Amount Due: \$25.00

Tobacco License Account	Payment Date	27-Apr-2015	
PAY TO THE ORDER OF	Department of Revenue	25.00	
MEMO:			
Bank Account Type	Routing Number	Account Number	Account Number Confirm
Required	Required	Required	Required
<input type="checkbox"/> Foreign Bank			

Application Preparer

Name	First Name	M.I.	Last Name
Phone Type	Required		
Phone Number	Required	Required	
Email	Required		

Signature

By listing your name in the box below, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this application

Legal name (E-signature)	Required
--------------------------	----------

Under penalty of perjury, I declare that the information in this application is true, correct, and complete. Pursuant to A.R.S. § 42-3201, I understand that ADOR may make certain information regarding this application for public inspection on its web site, subject to the confidentiality requirements of A.R.S. § 42-2003.

- License Fee
 - \$25 for each place of business
- Bank Account Type
 - Checking
 - Savings
- Routing Number
- Account Number
- Preparer
- E-signature



What happens next after I register?

Your request has been submitted.

Your confirmation number is 0-989-331-456.

OK

Printable View

Message will appear on screen

You will receive a letter from ADOR with authorization code

STATE OF ARIZONA
Department of Revenue



1600 W MONROE ST PHOENIX AZ 85007-2612

27-Apr-2015

Document ID: L0733347840
Account ID:
Period:

This is a notice for JANE DOE that their registration request on 27-Apr-2015 was successful. You may now log in to complete your registration and online profile at "" using the following authorization code vws4cf.

If you have any questions please contact the Arizona Luxury Tax department at ###-###-####.

TESTING - DO NOT



How do I login for the first time?

You will receive a letter with a one time authentication code

Click on "Create your web logon"

Enter your Email address and your confirmation code



New user registration
Registering a new business?
[New business registration](#)

Already registered?
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[Create your web logon and access your accounts](#)



Need to finish a request?
[Search for Existing Request](#)

Log in for complete access

File and pay taxes, review tax records, and manage your tax account access and licenses.

User name [Forgot username?](#)

Password [Forgot password?](#)

[Log in »](#)

What can I do in Luxury Online?
[Learn more »](#)

Other helpful resources
[Arizona Department of Revenue](#)
[Arizona Luxury Tax Info](#)

SEARCH FOR AN EXISTING REQUEST

Email

Confirmation Code

[Search](#)



Complete your user profile

Submit

LOGIN

Select a user name and contact email. These will be used for all web profile access.

Username Required

Confirm Username Required

First Name Required

Last Name Required

Email Required

Confirm Email Required

Contact Phone Type Phone

Alternate Phone Type Phone

Choose a secret question, this will be used for recovering forgotten passwords.

Secret Question Required

Secret Answer Required

Please select method to receive authentication codes for logging in.

Send Authentication Email

Send Authentication Text

After you have entered all the required information

Click on the submit button

You will receive an email or text



Complete your user profile

Your new registration request has been processed.

Your temporary password is hrjqx9tg and your authentication code is 8rgwd8.

[Click here to log in](#)

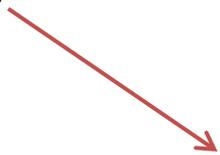
If you receive and email instead of a text ...

Click here will open AZ Luxury Tax Online with your user name and password



Requesting Online Authorization Code for Additional Users

Click on Request your
Luxury Tax Online
Authorization Code



Luxury Tax Online

New user registration
Registering a new business?
[New business registration](#)

Already registered?
[Request your **Luxury Tax Online** authorization code](#)

Received your **Luxury Tax Online** authorization code?
[Create your web logon and access your accounts](#)

Need to finish a request?
[Search for Existing Request](#)

Log in for complete access

File and pay taxes, review tax records, and manage your tax account access and licenses.

User name [Forgot username?](#)

Password [Forgot password?](#)
 Required

Log in »

What can I do in Luxury Online?
[Learn more »](#)

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Requesting Online Authorization Code for Additional Users

REGISTRATION

REGISTRATION INFORMATION

Complete the following registration information to register for your access to Arizona Luxury Tax Online.

First Name: JEFF
Last Name: SMITH
ID type for registration: FEIN

Please enter your business's Federal Identification Number (FEIN).

FEIN: **.***9999
Confirm FEIN: **.***9999

Enter your email address. Once your information is validated, you will receive an email confirmation message and a mailed letter with information about signing up for Arizona Luxury Tax Online.

Email:
Confirm Email: Required

Submit Cancel

- Enter your name
- ID Type
- ID Number
- Email address
- Click Submit

A letter will be mailed to the business address with an authorization code to complete your profile.



What if I am a Tribal Retailer?

New Business Registration

Previous Tax Accounts Next Save and Finish Later Cancel

You are required to select at least one account to register your business.

Accounts to Register

I am applying to obtain a distributor's license for cigarettes	<input type="checkbox"/>
I am applying to obtain a distributor's license for other tobacco products (OTP)	<input type="checkbox"/>
I am importing tobacco products into Arizona and i would like to submit my PACT report online	<input type="checkbox"/>
I am an on reservation tobacco retailer, owned or operated by a tribe or enrolled member	<input checked="" type="checkbox"/>

- Follow the same steps for registering a business
 - Except you do not have to list ownership information
 - Or location of records
- Check Tobacco Retailer box



What if I am a Tribal Retailer?

New Business Registration

Previous

Retail Ownership

Next

Save and Finish Later

Cancel

Would you like to list your business owners?

Yes



Ownership



Add a Record

Name

Title

% Owned

Membership Status



Add a Record

You may add ownership information here

New Business Registration

Previous

Retail Ownership

Next

Save and Finish Later

Cancel

Would you like to list your business owners?

Yes



Ownership

Record1

Record1



Delete this Record



Copy row



Add a Record

Name

Title

Membership Status

% Owned

0.00



Delete this Record



Copy row



Add a Record



What if I am a Tribal Retailer?

- Indicate your business location
- Enterprise Type
- Reservation Name
- Reservation Section
- Estimated # of cigarette packs sold per month
- Estimated # of cigarette packs sold per month to enrolled members

New Business Registration

[Previous](#) **Additional Location** [Next](#)

Complete the required site information for your first retail location

Site Details

Commence Cease

Name

DBA

Address

USA

Street **Required**

Street 2

Unit Type Unit City

ARIZONA Zip County

Attention

Tobacco Retail Store Attributes

Additional Information

Store Front?

Enterprise Type Reservation Name

Reservation Section

Estimated number of cigarette packs sold per month **Required**

Estimated number of cigarette packs sold per month to enrolled members **Required**



What if I am a Tribal Retailer?

New Business Registration

Previous

License

Next

Submit

Save and Finish Later

Cancel

Application Preparer

Name	<input type="text" value="First Name"/>	<input type="text" value="M.I."/>	<input type="text" value="Last Name"/>
Phone Type	<input type="text" value="Required"/>	<input type="text" value="Required"/>	
Phone Number	<input type="text" value="Required"/>	<input type="text" value="Required"/>	
Email	<input type="text" value="Required"/>		

Signature

By listing your name in the box below, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this application

Legal name (E-signature)

Under penalty of perjury, I declare that the information in this application is true, correct, and complete. Pursuant to A.R.S. § 42-3201, I understand that ADOR may make certain information regarding this application for public inspection on its web site, subject to the confidentiality requirements of A.R.S. § 42-2003.



How do I renew my current license?

Balance due for annual license renewal on My Accounts

The screenshot shows a web interface for the Arizona Department of Revenue. On the left is a navigation menu with options like Home, Back, Help, AZS, RunDate: 01-Dec-2015, and My Accounts. The main content area displays information for 'E & F CIGAR, INC.' including Taxpayer Id (200-010-124) and My Balance (\$25.00). Below this is a 'MY ACCOUNTS' table with columns for Account Id, Account Type, Name, Frequency, Address, and Balance. Two rows are shown: one for 'Other Tobacco Distr' (Monthly, 0.00) and one for 'Tobacco License' (Annual, 25.00). A red arrow points to the 'Tobacco License' row.

Account Id	Account Type	Name	Frequency	Address	Balance
200-010-124-003-OTP	Other Tobacco Distr		Monthly		0.00
200-010-124-004-TLC	Tobacco License		Annual		25.00

Select Tobacco License



How do I renew my current license?

Select Letters tab

Menu [Log Off](#)

[Home](#)
[Back](#)
[Help](#)

AZS
RunDate: 01-Dec-2015

Navigation
[My Accounts](#)
[Tobacco License](#)

TOBACCO LICENSE **NAMES AND ADDRESSES** **I WANT TO...** [Profile](#) [Accounts](#)

Taxpayer Id 200-010-124 Mailing Address [Add](#)
Annual 200-010-124-004-TLC Audit Records Loc. [Add](#)
My Balance **\$25.00**
Pending \$0.00
[Pay Balance](#) **\$25.00**
Payment Source [Setup](#)

[PERIODS](#) [REQUESTS⁰](#) [ACTIVITY](#) [NOTICES⁰](#) **[LETTERS¹](#)** [SITES](#)

LETTERS

Sent	Read	Letter Id	Type	Account Id	Account Type	Filing Period	Requested
10-Sep-2015	<input checked="" type="checkbox"/>	L0330956800	Renewal Reminder	200-010-124-004-TLC	Tobacco License	31-Oct-2016	10-Sep-2015

Select Letter Id



How do I renew my current license?

Onetime payment voucher
for annual license fee from
Tobacco License Account

Arizona Department of Revenue

ID: 200-010-124-004-TLC
Issue Date: 10-Sep-2015
Document ID: L0330956800
Account ID: 200-010-124-004-TLC
Voucher Type:

Minimum Due: \$25.00
Balance: \$0.00
Amount Paid:

Save time and money by filing online at www.LuxuryAZTaxes.com. Photocopy for your records. If mailing, cut here and send only the voucher above.

Re: TOBACCO DISTRIBUTOR LICENSE RENEWAL NOTIFICATION

Dear Taxpayer:

The tobacco distributor license issued by the Arizona Department of Revenue for License # T200-010-124, will expire on October 31, 2015. As a licensed tobacco distributor, you must renew your license each year and pay the associated license fee for each business location used to distribute tobacco products in this state. Effective July 1, 2015, all tobacco distributors are required to complete their license renewal online. Please log into your account at www.azdor.gov, complete the renewal process and remit the required license fee. In order to ensure that your renewal request is processed before your current license expires, please submit your application to the Department before September 30, 2015.

Every distributor acquiring or possessing tobacco products for the purpose of making an initial sale must hold a valid tobacco distributor license. If your renewal is not submitted and approved prior to the expiration date of your current license, you will no longer be authorized to affix tax stamps or possess untaxed tobacco products. Any unstamped or untaxed tobacco products in your possession after the expiration of your current license will be subject to seizure pursuant to A.R.S. § 42-1124(A), unless a new license has been issued to you by the Department.

If you have any questions regarding this notice or if you no longer distribute tobacco products in this state, please contact the Luxury Tax Unit at (XXX) XXX-XXXX.



How do I renew my current license?

View from Tobacco License Account

Select Period Tab to view and pay license fee

The screenshot displays the user interface for the Arizona Tobacco Tax Electronic Filing System. On the left is a navigation menu with options like Home, Back, Help, AZS, RunDate: 01-Dec-2015, and Tobacco License. The main content area is divided into sections: TOBACCO LICENSE (showing Taxpayer Id 200-010-124, Annual 200-010-124-004-TLC, My Balance \$25.00, Pending \$0.00, Pay Balance \$25.00, and Payment Source Setup), NAMES AND ADDRESSES (Mailing Address Add, Audit Records Loc. Add), and I WANT TO... (Profile, Accounts, Make a Payment). Below these are tabs for PERIODS, REQUESTS⁰, ACTIVITY, NOTICES⁰, LETTERS¹, and SITES. A banner for ATTENTION NEEDED¹ and a SEARCH bar are also present. The 'PERIODS REQUIRING ATTENTION' table is shown below:

Period	Return Status		Tax	Penalty	Interest	Credits	Balance	Messages
31-Oct-2016	Ontime-Processed	Pay	25.00	0.00	0.00	0.00	25.00	Make a Payment

Click on Pay



How do I renew my current license?

Menu Log Off

Home
Back
Help

AZS

RunDate: 01-Dec-2015

Navigation

My Accounts
Tobacco License
Payment

Payment Type Period Payment x Amount intended to pay off debts in a given filing period. Submit Cancel

Tobacco License 200-010-124-004-TLC Payment Date 01-Dec-2015

PAY TO THE ORDER OF Department of Revenue 25.00

MEMO: Collected in October 2016

Bank Account Type Required Routing Number Required Account Number Required Account Number Confirm Required

Save as default for Tobacco License 200-010-124-004-TLC

CHOOSE PAYMENT SOURCE

New payment source

Enter Bank information and click on submit button



How do I file a return manually?

The screenshot displays the user interface of the Arizona Tobacco Tax Electronic Filing System. On the left is a navigation menu with options like Home, Back, Help, AZT, and My Accounts. The main area shows the user's profile and a list of accounts. One account, '200-080-758-007-TLC', has a balance of \$25.00.

MY PROFILE I WANT TO... [Profile](#)

Name
Email
Other Taxpayer Balance **\$25.00**

[ACCOUNTS⁵](#) [REQUESTS⁰](#) [NOTICES⁰](#)

OTHER TAXPAYER'S ACCOUNTS⁵

Account Id	Account Type	Name	Frequency	Address	Balance
200-080-758-006-PCT	Tobacco Supplier P.		Monthly		0.00
200-080-758-004-STP	Cigarette Stamp		Intermittent		0.00
200-080-758-007-TLC	Tobacco License		Annual		25.00
200-080-758-003-CIG	Cigarette Distributor		Monthly		0.00
200-080-758-005-OTP	Other Tobacco Distr		Monthly		0.00

5 Rows



In the Menu bar, select “My Accounts” for a list of your accounts.

Select the account to file a return.



How do I file a return manually?

CIGARETTE DISTRIBUTOR **NAMES AND ADDRESSES** **I WANT TO...** [Profile](#) [Accounts](#)

Taxpayer Id 200-080-758 DBA Name [Add](#) [Make a Payment](#)
Monthly 200-080-758-003-CIG [File a Return](#)
My Balance \$0.00 [Tribal Rebate Request](#)
Pending \$0.00 [Returned Product Request](#)
Payment Source [Setup](#)

[PERIODS](#) [REQUESTS⁰](#) [ACTIVITY](#) [NOTICES⁰](#) [LETTERS⁰](#)

ATTENTION NEEDED³ [SEARCH](#)

PERIODS REQUIRING ATTENTION [Filter](#)

Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015	Generated	File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
31-May-2015		File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
30-Apr-2015		File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return

3 Rows



Click File Now in period to be filed



How do I file a return manually?

Cigarette Return for 4/30/2015

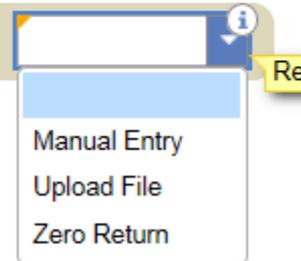
Previous

Filing Method

Next

RETURN COMPLETION METHOD

How would you like to file your return?



A screenshot of a web form showing a dropdown menu. The dropdown menu is open, displaying three options: "Manual Entry", "Upload File", and "Zero Return". The dropdown menu is positioned over a light blue box that contains the text "How would you like to file your return?". To the right of the dropdown menu, there is a yellow tab labeled "Re" and a small information icon (i) in a blue circle.

- Click on the drop down menu
- Select Manual Entry



How do I file a return manually?

[Import](#)

Cigarette Return for 4/30/2015

[Previous](#) [Beginning Inventory](#) [Next](#) [Save and Finish Later](#) [Cancel](#)

CIGARETTE BEGINNING INVENTORY

Did you have inventory on hand on 4/1/2015?

Beginning Inventory **Record1**

Record1 [Delete this Record](#) [Copy row](#) [Add a Record](#)

Beginning Inventory Detail

Manufacturer	<input type="text" value="Required"/>	<input type="text" value="Required"/>
Brand	<input type="text" value="Required"/>	
Other Manufacturer and Brand	<input type="text"/>	
Stamp Type	Packs of 20	Packs of 25
<input type="text" value="Required"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Delete this Record](#) [Copy row](#) [Add a Record](#)

- If you enter yes above
- Complete cigarette beginning inventory detail for each brand and stamp type



How do I file a return?

Import

Cigarette Return for 4/30/2015

Previous **Stamp Inventory** Next Save and Finish Later Cancel

STAMP BEGINNING INVENTORY

Record quantity of stamps as of 4/1/2015

	20 Packs	25 Packs
Blue	<input type="text" value="0"/>	<input type="text" value="0"/>
Red	<input type="text" value="0"/>	<input type="text" value="0"/>
Yellow	<input type="text" value="0"/>	<input type="text" value="0"/>
Green	<input type="text" value="0"/>	<input type="text" value="0"/>

Complete your stamp beginning inventory

Cigarette Return for 4/30/2015

Previous **Purchases** Next

CIGARETTE PURCHASES

Did you purchase any Cigarettes during the month? Re

Indicate whether or not you purchase cigarettes during the month



How do I file a return manually?

Import

Cigarette Return for 4/30/2015

Previous Sales Next Save and Finish Later Cancel

CIGARETTE SALES

Did you sell any cigarettes during the month? Yes x

Record all **sales** invoices for filing period 4/30/2015.

Invoices

+ Add a Sales Invoice

SALES INVOICES

Invoice Number	Invoice Date	Trans Code	Customer Type	Name	Street	City	State	Zip
+ Add a Sales Invoice								

Click on “Add a Sales Invoice” to add an invoice.



How do I file a return manually?

Record sales invoices

[Import](#)

Cigarette Return for 4/30/2015

[Previous](#) [Sales](#) [Next](#) [Save and Finish Later](#) [Cancel](#)

CIGARETTE SALES

Did you sell any cigarettes during the month?

Record all sales invoices for filing period 4/30/2015.

Invoices **12345** [Delete this Record](#) [Copy row](#) [Add a Sales Invoice](#)

Invoice

Invoice Number

Trans Code Stamp Type

Sale To

Name

Customer Type

ID

Address

CITY

Country

Transaction Detail

Manufacturer

Brand

Other Manufacturer and Brand

20 Packs 25 Packs

[Delete this Record](#) [Copy row](#) [Add a Sales Invoice](#)



How do I file a return manually?

Import

Cigarette Return for 4/30/2015

[Previous](#) [Exports](#) [Next](#) [Save and Finish Later](#) [Cancel](#)

CIGARETTE EXPORTS

Did you export any cigarettes during the month? Required

Import

Cigarette Return for 4/30/2015

[Previous](#) [Returns](#) [Next](#) [Save and Finish Later](#) [Cancel](#)

CIGARETTE RETURNS

Did you return any cigarettes during the month? Required

Import

Cigarette Return for 4/30/2015

[Previous](#) [Credits](#) [Next](#) [Save and Finish Later](#) [Cancel](#)

CIGARETTE CREDITS

Did you have any cigarettes returned during the month? Required



How do I file a return manually?

Import

Cigarette Return for 4/30/2015

[Previous](#) [Affixed Cigarettes](#) [Next](#) [Save and Finish Later](#) [Cancel](#)

AFFIXED CIGARETTES

Do you have affixed cigarettes to record? **Required**

Import

Cigarette Return for 4/30/2015

[Previous](#) [Stamp Purchases](#) [Next](#) [Save and Finish Later](#) [Cancel](#)

STAMP PURCHASES

Did you purchase any cigarette stamps? **Required**

Import

Cigarette Return for 4/30/2015

[Previous](#) [Stamp Adjustments](#) [Next](#) [Save and Finish Later](#) [Cancel](#)

STAMP ADJUSTMENTS

Did you have any stamp adjustments during the month? **Required**



How do I file a return manually?

Your stamp ending inventory is displayed

Cigarette Return for 4/30/2015

[Previous](#) [Stamp Ending](#) [Next](#)

STAMP ENDING INVENTORY

Count your unaffixed stamps on hand as of 4/30/2015.

Physical Ending Inventory		
Blue	<input type="text" value="100"/>	<input type="text" value="0"/>
Red	<input type="text" value="0"/>	<input type="text" value="0"/>
Yellow	<input type="text" value="0"/>	<input type="text" value="0"/>
Green	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="100"/>	<input type="text" value="0"/>



How do I file a return manually?

[Import](#)

Cigarette Return for 4/30/2015

[Previous](#)
Stamp Affixed
[Next](#)
[Save and Finish Later](#)
[Cancel](#)

AFFIXED STAMP INVENTORY

Stamps affixed include the beginning inventory, plus purchases, less adjustments, less physical ending inventory.

Verify the following affixed stamp information for **20 packs**.

	Beginning Inventory	Purchases	Adjustments	Ending	Affixed		
Blue	100	0	0	100	0		
Red	0	0	0	0	0		
Yellow	0	+	0	-	0	=	0
Green	0	0	0	0	0	0	
Total	100	0	0	100	0	0	

Verify the following affixed stamp information for **25 packs**.

	Beginning Inventory	Purchases	Adjustments	Ending	Affixed		
Blue	0	0	0	0	0		
Red	0	0	0	0	0		
Yellow	0	+	0	-	0	=	0
Green	0	0	0	0	0	0	
Total	0	0	0	0	0	0	



How do I file a return manually?

Import

Cigarette Return for 4/30/2015

[Previous](#) [Cigarette Adjustments](#) [Next](#) [Save and Finish Later](#) [Cancel](#)

CIGARETTE INVENTORY ADJUSTMENTS

Do you have any adjustments to make to your cigarette inventory? **Required**

Import

Cigarette Return for 4/30/2015

[Previous](#) [Cigarette Ending](#) [Next](#) [Save and Finish Later](#) [Cancel](#)

CIGARETTE ENDING INVENTORY

Verify the calculated cigarette ending inventory on hand at the close of business on 4/30/2015.

Manufacturer	Brand	Other Manufacturer and Brand	Stamp Type	Packs of 20	Packs of 25
ITG BRANDS, LLC	RAVE		Arizona Blue	8	0



How do I file a return manually?

Unstamped Cigarettes

AZ Stamp Inventory

Your Stamped Cigarette Inventory

Import

Cigarette Return for 4/30/2015

Return Summary
Next
Save and Finish Later
Cancel

Review all stamps, unstamped and stamped cigarette figures below. Make necessary adjustments on prior stages.

UNSTAMPED CIGARETTE INVENTORY

Review the un-stamped cigarette inventory figures below

	20	25
Beginning	0	0
Purchases & Credits	0	0
Exports	0	0
Sales	0	0
Returns & Adjustments	0	0
Ending	0	0
Total Affixed	0	0

ARIZONA STAMP INVENTORY

Review the stamp inventory figures below

	Blue		Red		Yellow		Green	Arizona Total
	20	25	20	25	20	25		
Beginning	100	0	0	0	0	0	0	100
Purchases	0	0	0	0	0	0	0	0
Adjustments	0	0	0	0	0	0	0	0
Ending	100	0	0	0	0	0	0	100
Total Affixed	0	0	0	0	0	0	0	0

STAMPED CIGARETTE INVENTORY

Review the stamped cigarette inventory figures below

	Blue		Red		Yellow		Green		Arizona Packs	Other State
	20	25	20	25	20	25	20	25		
Beginning	10	0	0	0	0	0	0	0	10	0
Total Affixed	0	0	0	0	0	0	0	0	0	0
Purchases	0	0	0	0	0	0	0	0	0	0
Credits	0	0	0	0	0	0	0	0	0	0
Sales & Exports	2	0	0	0	0	0	0	0	2	0
Returns	0	0	0	0	0	0	0	0	0	0
Adjustments	0	0	0	0	0	0	0	0	0	0
Ending	8	0	0	0	0	0	0	0	8	0

Please print this screen for your personal records.



How do I file a return manually?

STAMPED CIGARETTE INVENTORY

Review the stamped cigarette inventory figures below

	Blue		Red		Yellow		Green		Arizona	Other State
	20	25	20	25	20	25	20	25	Packs	
Beginning	10	0	0	0	0	0	0	0	10	0
Total Affixed	0	0	0	0	0	0	0	0	0	0
Purchases	0	0	0	0	0	0	0	0	0	0
Credits	0	0	0	0	0	0	0	0	0	0
Sales & Exports	2	0	0	0	0	0	0	0	2	0
Returns	0	0	0	0	0	0	0	0	0	0
Adjustments	0	0	0	0	0	0	0	0	0	0
Ending	8	0	0	0	0	0	0	0	8	0

Please print this screen for your personal records.

Import



How do I file a return manually?

[Import](#)

Cigarette Return for 4/30/2015

[Previous](#) [Certification](#) [Next](#) [Submit](#) [Save and Finish Later](#) [Cancel](#)

As evidenced by the electronic signature of this return, I do hereby certify under penalty of perjury that during the period applying to the current return, the distributor for this return:

DID NOT affix the excise tax stamp of the State of Arizona to or otherwise pay state excise taxes for any nonparticipating manufacturer's cigarettes required to be reported on this return

OR

HAS engaged in this activity and reported it

DID NOT receive or pay state excise taxes on nonparticipating manufacturer's roll-you-own tobacco required to be reported on the Other Tobacco Products Distributor Monthly return

OR

HAS engaged in this activity and will file that return

DID NOT receive any nonparticipating manufacturer's cigarettes required to be reported on this return Ret

OR

HAS engaged in this activity and reported it

DID NOT export any nonparticipating manufacturer's cigarettes required to be reported on this return

OR

HAS engaged in this activity and reported it

- Answer the questions
- Click on submit button



How do I file a return manually?

Your return for 30-Apr-2015 has been submitted.

The return will be posted to your account after your return is processed in the next couple of days.

Your confirmation number is 0-110-362-624. If you have any difficulties, or you would like some help then please contact the Luxury Tax Section at 602-716-7808 

OK

REQUEST INFORMATION

Withdraw

Status : Pending
Logon :
Taxpayer Id : 200-080-758
Name :
Cigarette Distributor : 200-080-758-003-CIG
Period : 30-Apr-2015
Submitted : 29-May-2015 08:02:14

Cigarette Return for 4/30/2015

Previous

Return Summary

Next

UNSTAMPED CIGARETTE INVENTORY



How do I file an OTP return?

OTHER TOBACCO DISTRIBUTOR

NAMES AND ADDRESSES

I WANT TO...

Taxpayer Id 200-080-758

Monthly 200-080-758-005-OTP

My Balance \$0.00

Pending \$0.00

Payment Source [Setup](#)

DBA Name [Add](#)

[Make a Payment](#)

[File a Return](#)

[Tribal Rebate Request](#)

[Returned Product Request](#)

[PERIODS](#)

[REQUESTS⁰](#)

[ACTIVITY](#)

[NOTICES⁰](#)

[LETTERS⁰](#)

ATTENTION NEEDED³

SEARCH

PERIODS REQUIRING ATTENTION [Filter](#)

Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015	Generated	File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
31-May-2015		File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
30-Apr-2015		File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return

3 Rows



How do I file an OTP return by importing a file?

OTP Return for 4/30/2015

Previous

Filing Method

Next

RETURN COMPLETION METHOD

How would you like to file your return?

Upload File X



Import Your Return

Import approved return file

[Click here for more information](#)

Browse for file



Select a file to import: X

Browse...

Import Cancel

OTP Return for 4/30/2015

Previous

Filing Method

Next

RETURN COMPLETION METHOD

How would you like to file your return?

Import Your Return

Import approved return file

Successfully uploaded 85 invoice records.

Shows number of records imported



How do I file an OTP return by importing a file?

Uploading invoices

Navigation

My Accounts
 Other Tobacco Distributor
 Other Tobacco Products Return

Attachments Add

Click Add

- Enter a description
- Browse and locate the file to be attached
- Click save

Select a file to attach ✕

Type: OTP Invoices ▼

Description:

Re

NOTE: Reminder to attach invoices

OTP Return for 4/30/2015

Previous **Summary** Next

OTHER TOBACCO PRODUCTS

Review the taxable summary information for your OTP and Roll-Your-Own invoices. If changes are required, make changes to the uploaded file and reupload.

	Small Cigars Individual	Cigars Individual	RYO Ozs.	OTP Greater Ozs.	OTP Lesser Ozs.
Untaxed Received	7,461	5,666	1,038.321	4,924.969	3,040.541
Number of Packs	373.05				
Calculated Subtotal	374	5,666	1,038.000	4,925.000	3,041.000
Net Tax Due	164.93	1,235.19	231.47	1,098.28	167.26
Total Tax					2,897.13

Review the credit summary information for your OTP and Roll-Your-Own invoices. If changes are required, make changes to the uploaded file and reupload.

	Small Cigars Individual	Cigars Individual	RYO Ozs.	OTP Greater Ozs.	OTP Lesser Ozs.
Exports from State	95	1,424	0.000	1,278.250	680.800
Buyer to Pay Tax	0	0	0.000	0.000	0.000
Military Installations	0	0	108.500	0.000	0.000
Total Credits	95	1,424	108.500	1,278.250	680.800
Number of Packs	4.75				
Calculated Subtotal	5	1,424	109.000	1,278.000	681.000
Net Credit Due	-2.21	-310.43	-24.31	-284.99	-37.46
Total Credits					-659.40
Total Tax Due					2,237.73

Please print this screen for your personal records.

Attach a copy of all invoices reported before submitting.

No invoices have been attached.



How do I file an OTP return?

OTP Return for 4/30/2015

Previous

Payment

Next

Save and Finish Later

Cancel

Tax Liability

Total Tax	2,897.13
Total Credits	-659.40
Total Tax Due	2,237.73

Your return has tax due, would you like to make a payment?

Yes

X

Other Tobacco Distributor 200-080-758-005-OTP

Payment Date 29-May-2015

PAY TO THE
ORDER OF Department of Revenue

2,237.73

MEMO: Collected in April 2015

Bank Account Type

Required

Routing Number

Required

Required

Account Number

Required

Account Number Confirm

Required

Save as default for Other Tobacco Distributor 200-080-758-005-OTP

CHOOSE PAYMENT SOURCE

New payment source



How do I file a OTP return?

- Answer the questions
- Click on submit button

import

OTP Return for 4/30/2015

Previous Certification Next Submit Save and Finish Later Cancel

As evidenced by the electronic signature of this return, I do hereby certify under penalty of perjury that during the period applying to the current return, the distributor for this return:

DID NOT receive or affix the excise tax stamp of the State of Arizona to any cigarettes required to be reported on on the Cigarette Distributor Monthly Return Rec

OR

HAS engaged in this activity and will file that return

DID NOT pay state excise tax for any nonparticipating manufacturer's roll-your-own tobacco required to be reported on this return

OR

HAS engaged in this activity and will file that return

DID NOT export any nonparticipating manufacturer's roll-your-own tobacco required to be reported on this return

OR

HAS engaged in this activity and will file that return

DID NOT receive any nonparticipating manufacturer's roll-your-own tobacco required to be reported on this return

OR

HAS engaged in this activity and will file that return



How do I file a OTP return?

Your return for 30-Apr-2015 has been submitted.

The return will be posted to your account after your return is processed in the next couple of days.

Your confirmation number is 1-184-104-448. If you have any difficulties, or you would like some help then please contact the Luxury Tax Section at 602-716-7808 .

OK

REQUEST INFORMATION

Withdraw

Status	:	Pending
Logon	:	
Taxpayer Id	:	200-080-758
Name	:	
Other Tobacco Distributor	:	200-080-758-005-OTP
Period	:	30-Apr-2015
Submitted	:	29-May-2015 08:18:39

OTP Return for 4/30/2015



How do I order stamps online?

Select your stamp account

The screenshot shows a web interface for the Arizona Department of Revenue. On the left is a navigation menu with options like Home, Back, Help, AZT, and My Accounts. The main content area is titled 'MY PROFILE' and shows user information and a balance of \$25.00. Below this is a section for 'OTHER TAXPAYER'S ACCOUNTS' with a table listing various accounts. A red arrow points to the '200-080-758-004-STP' account, which is a 'Cigarette Stamp' account with an intermittent frequency and a balance of 0.00.

Account Id	Account Type	Name	Frequency	Address	Balance
200-080-758-006-PCT	Tobacco Supplier P.		Monthly		0.00
200-080-758-004-STP	Cigarette Stamp		Intermittent		0.00
200-080-758-007-TLC	Tobacco License		Annual		25.00
200-080-758-003-CIG	Cigarette Distributor		Monthly		0.00
200-080-758-005-OTP	Other Tobacco Distr		Monthly		0.00



How do I order stamps online?

CIGARETTE STAMP **NAMES AND ADDRESSES** **I WANT TO...** Profile Accounts

Taxpayer Id	200-080-758	DBA Name	Add	Make a Payment
Intermittent	200-080-758-004-STP			File a Return
My Balance	\$0.00			Order Stamps
Pending	\$0.00			
Payment Source	Setup			

PERIODS REQUESTS⁰ ACTIVITY NOTICES⁰ LETTERS⁰

SEARCH

PERIODS FROM 29-MAY-2013 [Change Date](#) [Filter](#)

Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages
--------	---------------	--	--	-----	---------	----------	---------	---------	----------

Click on Order Stamps



How do I order stamps online?

- Enter the quantity
- Answer Yes or No regarding for FedEx
- If yes, Enter FedEx Account #
- If yes, Enter delivery address
- Click Next

Stamp Purchase

Previous **Stamp Request** Next Cancel

Stamp Quantity

	20 Pack Stamp Rolls 3,000		25 Pack Stamp Rolls 7,200		12,000	Gross
Blue	10	0	0	0	0	60,000.00
Red	0	2	0	0	0	60,000.00
Yellow	0	1	0	0	0	0.00
Green		2				0.00
Total Gross						120,000.00
Discount Rate						0.04
Discount						-4,800.00
Net Due						115,200.00

Mailing Information

Do you want your order shipped via FedEx? Yes

Enter your Fedex Account Number 999999999

Stamp Mailing Address

USA Verified

1600 W MONROE ST

Street 2

Unit Type Unit PHOENIX

ARIZONA 85007-2612 MARICOPA

Attention



How do I order stamps online?

Stamp Purchase

[Previous](#) [Payment](#) [Next](#) [Submit](#) [Cancel](#)

Are you going to make a payment with your request?

Cigarette Stamp 200-080-758-004-STP Payment Date 29-May-2015

PAY TO THE ORDER OF Department of Revenue 115,200.00

JPMORGAN CHASE BANK, NA

MEMO: **Collected in May 2015**

Bank Account Type	Routing Number	Account Number	Account Number Confirm
<input type="text" value="Checking"/>	<input type="text" value="122100024"/>	<input type="text" value="123456"/>	<input type="text" value="123456"/> <input type="button" value="X"/>

[Save as default for Cigarette Stamp 200-080-758-004-STP](#)

CHOOSE PAYMENT SOURCE

New payment source



How do I order stamps online?

Your tax stamp order request has been submitted to the Department.

Please be advised that all stamp orders made on credit are fulfilled subject to your account's credit limit, as determined by the surety bond amount you previously secured. If your order total places you over your limit, your order will not be fulfilled unless you pay for the amount exceeding your limit on a cash basis. Additionally, you will no longer be able to make additional stamp purchases on credit until your balance is satisfied in full within 30 days of your last stamp purchase.

Your confirmation number is 0-546-308-096. If you have any difficulties, or you would like some help then please contact the Luxury Tax Section at 602-716-7808 

OK

REQUEST INFORMATION

Withdraw

Status : Pending
Logon :
Taxpayer Id : 200-080-758
Name :
Cigarette Stamp : 200-080-758-004-STP
Submitted : 29-May-2015 10:00:12
Net Tax Due : \$115,200.00

Stamp Purchase



What if I need to return damage stamps or need a refund?

CIGARETTE DISTRIBUTOR **NAMES AND ADDRESSES** **I WANT TO...** [Profile](#) [Accounts](#)

Taxpayer Id 200-100-412 DBA Name [Add](#)

Monthly 200-100-412-003-CIG

My Balance **\$25.00**

Pending \$0.00

[Pay Balance](#) **\$25.00**

Payment Source [Setup](#)

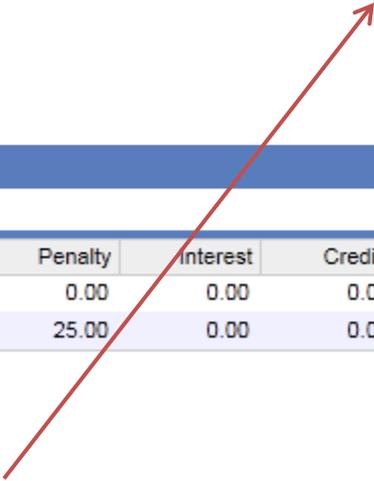
[PERIODS](#) [REQUESTS¹](#) [ACTIVITY](#) [NOTICES⁰](#) [LETTERS⁰](#)

ATTENTION NEEDED² [SEARCH](#)

PERIODS REQUIRING ATTENTION [Filter](#)

Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015		File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
31-May-2015	Overdue	File Now	Pay	0.00	25.00	0.00	0.00	25.00	File Return

2 Rows



Click Returned Product Request



What if I need to return damage stamps or need a refund?

Damaged & Return Rebate

[Previous](#) [Cigarette Product](#) [Next](#) [Cancel](#)

Record all damaged or returned cigarettes by manufacturer and brand.

Cigarette Rebate [Add Cigarette Record](#)

Name	Invoice Number	Invoice Date	Reporting Period	Manufacturer	Participating	Brand	Stamp Type	Packs of 20	Packs of 25	Reason	Rebate
Add Cigarette Record											



Click on Add Cigarette Record to display input screen



What if I need to return damage stamps or need a refund?

Damaged & Return Rebate

Previous

Cigarette Product

Next

Cancel

Record all damaged or returned cigarettes by manufacturer and brand.

Cigarette Rebate



Remove Rebate Entry



Copy row



Add Cigarette Record

Rebate Details

Name

Required

Reason

Required

Invoice Number

Required

Required
Invoice Date

Required

Manufacturer

Brand

Participating

Other Brand

Stamp Type

Required

Packs of 20

Packs of 25

0

0



Remove Rebate Entry



Copy row



Add Cigarette Record

Complete the required information



What if I need to return damage stamps or need a refund?

Damaged & Return Rebate

Previous

Cigarette Product

Next

Cancel

Record all damaged or returned cigarettes by manufacturer and brand.

Cigarette Rebate

TOBACCO JOHN



Remove Rebate Entry



Copy row



Add Cigarette Record

Rebate Details

Name	TOBACCO JOHN	Reason	Return of Tax Paid Product
Invoice Number	1	Invoice Date	08-Jun-2015
Manufacturer	SMOKIN JOES		
Brand	SMOKIN JOES	Participating	<input type="checkbox"/>
Other Brand			
Stamp Type	Packs of 20	Packs of 25	
Arizona Blue	2,000	0	

Return of Tax Paid Product



Remove Rebate Entry



Copy row



Add Cigarette Record

Completed form



What if I need to return damage stamps or need a refund?

Damaged & Return Rebate

Previous

Cigarette Summary

Next

Submit

Cancel

Returned Stamped Cigarettes

	Packs of 20	Packs of 25
Blue	2,000	0
Red	0	0
Total Rebate		4,000.00

Damaged Stamped Cigarettes

	Packs of 20	Packs of 25
Blue	0	0
Red	0	0
Total Rebate		0.00

Requested Rebate

Rebate Totals	4,000.00
Purchase Discount	-160.00
Net Rebate	3,840.00

Summary of the refund amount



What if I need to return damage stamps or need a refund?

Damaged & Return Rebate

Previous

Cigarette Product

Next

Cancel

Record all damaged or returned cigarettes by manufacturer and brand.

Cigarette Rebate

TOBACCO JOHN



Remove Rebate Entry



Copy row



Add Cigarette Record

Rebate Details

Name

TOBACCO JOHN

Reason

Damaged or Redeemed Stamp

Invoice Number

2

Invoice Date

08-Jun-2015

Manufacturer

Brand

Participating



Other Brand

Stamp Type

Arizona Blue

Packs of 20

1,000

Packs of 25

0

Damaged or Redeemed Stamps



Remove Rebate Entry



Copy row



Add Cigarette Record



What if I need to return damage stamps or need a refund?

Damaged & Return Rebate

Previous

Cigarette Summary

Next

Submit

Cancel

Returned Stamped Cigarettes

	Packs of 20	Packs of 25
Blue	0	0
Red	0	0
Total Rebate		0.00

Damaged Stamped Cigarettes

	Packs of 20	Packs of 25
Blue	1,000	0
Red	0	0
Total Rebate		2,000.00

Requested Rebate

Rebate Totals	2,000.00
Purchase Discount	-80.00
Net Rebate	1,920.00

Summary of the refund amount



How do I request a tribal rebate - CIG?

CIGARETTE DISTRIBUTOR **NAMES AND ADDRESSES** **I WANT TO...** Profile Accounts

Taxpayer Id 200-080-758 DBA Name Add Make a Payment
Monthly 200-080-758-003-CIG File a Return
My Balance \$100.00 Tribal Rebate Request
Pending \$0.00 Returned Product Request
Pay Balance \$100.00
Payment Source Setup

PERIODS REQUESTS⁰ ACTIVITY NOTICES⁰ LETTERS⁰

ATTENTION NEEDED³ SEARCH

PERIODS REQUIRING ATTENTION Filter

Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015	Generated	File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
31-May-2015		File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
30-Apr-2015	Late-Processed	View Return	Pay	0.00	100.00	0.00	0.00	100.00	Make a Payment

3 Rows

*At the account level, select “Tribal Rebate Request” to initiate the rebate process.



How do I request a tribal rebate - CIG?

Tribal Rebate

Previous **Cigarette Tribal Rebate** Next Cancel

Record all cigarette rebate requests

CIG Summary [Add Cigarette Record](#)

No rows to display. 1

Tribal Retailer ID	Retailer Name	Invoice Number	Invoice Date	Reporting Period	Manufacturer	Participating	Brand	Other Manufacture	Stamp Type	Packs of 20	Packs of 25	Rebate Due	Ver
--------------------	---------------	----------------	--------------	------------------	--------------	---------------	-------	-------------------	------------	-------------	-------------	------------	-----

[Add Cigarette Record](#)

No rows to display. 1



*Select "Add CIG Record"



How do I request a tribal rebate - CIG?

Tribal Rebate

Previous **Cigarette Tribal Rebate** Next Cancel

Record all cigarette rebate requests

CIG Summary 1

Record1 Delete this Record Copy row Add Cigarette Record

Rebate Details

Tribal Retailer ID	R200-070-066-S-0001-0	Retailer Name	
Invoice Number	1	Invoice Date	08-Jun-2015
		Reporting Period	30-Jun-2015
Manufacturer	SMOKIN JOES		
Brand	SMOKIN JOES	Participating	<input type="checkbox"/>
Other Manufacturer and Brand			
Stamp Type	Packs of 20	Packs of 25	
Arizona Red	100	0	

Delete this Record Copy row Add Cigarette Record

- Enter the required information where indicated
- Quantity cigarette packs by brand and stamp type



How do I request a tribal rebate - CIG?

Tribal Rebate

[Previous](#)
[Cigarette Rebate Summary](#)
[Next](#)
[Submit](#)
[Cancel](#)

DISTRIBUTOR'S REBATE ON CIGARETTE TAXES PAID

		Purchase Discount (4%)	Rebate
Red	100.00	4.00	96.00
	Requested Rebate		96.00

Filter

1 - 1 of 1 [1](#)

	Tribal Retailer ID	Retailer Name	Invoice Number	Invoice Date	Reporting Period	Manufacturer	Participating	Brand	Other Manufacture	Stamp Type	Packs of 20	Packs of 25	Rebate Due	Ver
	R200-070-066-S-001		1	06-Jun-2015	30-Jun-2015	SMOKIN JOES	<input type="checkbox"/>	SMOKIN JOES		Arizona Red	100	0	100.00	<input type="checkbox"/>
Add Cigarette Record														
													100.00	

1 - 1 of 1 [1](#)

Attach all supporting documentation needed by the Department of Revenue needed before submission.



How do I request a tribal rebate - OTP?

OTHER TOBACCO DISTRIBUTOR NAMES AND ADDRESSES I WANT TO... Profile Accounts

Taxpayer Id 200-050-062 DBA Name [Add](#) [Make a Payment](#)

Monthly 200-050-062-003-OTP [File a Return](#)

My Balance \$0.00 [Tribal Rebate Request](#)

Pending \$0.00 [Returned Product Request](#)

Payment Source [Setup](#)

PERIODS REQUESTS⁰ ACTIVITY NOTICES⁰ LETTERS⁰

ATTENTION NEEDED¹ SEARCH

PERIODS REQUIRING ATTENTION Filter

Period	Return Status	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun-2015	File Now	0.00	0.00	0.00	0.00	0.00	File Return

*At the account level, select “Tribal Rebate Request” to initiate the rebate process.



How do I request a tribal rebate - OTP?

Tribal Rebate

Previous

OTP Tribal Rebate

Next

Cancel

Record all OTP rebate requests

OTP Summary

 Add OTP Record

Filter

No rows to display. 1

	Retailer ID	Retailer Name	Reservation Ratio	Invoice Number	Invoice Date	Reporting Period	Rebate Due	Veri	OTP Type:
--	-------------	---------------	-------------------	----------------	--------------	------------------	------------	------	-----------

 Add OTP Record

No rows to display. 1

*Select "Add OTP Record"



How do I request a tribal rebate - OTP?

Tribal Rebate

Previous **OTP Tribal Rebate** Next Cancel

Record all OTP rebate requests

OTP Summary
Record1 Delete this Record Copy row Add OTP Record

Rebate Details

Retailer ID	<input type="text" value="Required"/>	Retailer Name	<input type="text" value="Required"/>
Invoice Number	<input type="text" value="Required"/>	Invoice Date	<input type="text" value="Required"/>
OTP Type:	<input type="text" value="Summary Record"/>	Reporting Period	<input type="text" value="Required"/>

OTP Types

	At least 50% (oz)	Less Than 50% (oz)	Small Cigars	Individual Cigars
Qty. sold to enrolled members	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Qty. sold to non-enrolled members	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Delete this Record Copy row Add OTP Record

*Enter the required information where indicated.

*Supply quantities of tax reduced tobacco products.



What if I want to finish something later?

Are you sure you want to save this request so you can come back to it at another time?
Complete your email in order to retrieve this information later.

Email

Confirm Email

Your request has been saved for you to finish at a later time.

This request will **not** be processed until the Submit button is pressed.

To access this request in the future use email: **jswim@azdor.gov** and confirmation code: **s39bzf**.

If you have any difficulties, or you would like some help then please contact the Luxury Tax Section at 602-716-7808 

SEARCH FOR AN EXISTING REQUEST

Email

Confirmation Code



Tobacco Tax Hotline

The Arizona Department of Revenue has a hotline for questions about renewals, licensing, e-filing, and other Tobacco Tax e-filing issues.

(602) 716-7808

Option 1 – General Luxury Tax Questions

Option 2 – AZ Luxury Tax Online Questions

Option 3 – Questions in regards with file uploads



**Additional information on the
Tobacco Tax e-filing System
and other topics are available on the
Arizona Department of Revenue website.**

www.azdor.gov



Thank You!

