

Voluntary Disclosure Worksheet – Transaction Privilege Tax & Use Tax

Arizona Department of Revenue does provide a voluntary disclosure program for companies who discover they have Arizona presence creating a taxing situation. The Department has no general guidelines for the number of year's delinquent, they do not limit their look-back period, and each case is looked at individually. A Company wishing to come forward anonymously would, generally through a non-partial representative, present to the Department a voluntary disclosure request. Please complete the following information work sheet and return it to:

Arizona Department of Revenue
Tamara Harris, Manager
Nexus Unit – 5th Floor
1600 W. Monroe
Phoenix, AZ 85007
Phone: (602) 716-6453
Fax: (602) 716-7972
E Mail:
tharris@azdor.gov

Include the following in your disclosure statement:

Accounting Firm

Representative Name

Representative Phone and Fax Number

A brief description of the company's business

Date business started in Arizona

What activities created the tax presence

Include information on whether the company owns or leases property in Arizona.

Describe any Marketing activities in the state.

Reason for non-filing

Indicate any prior contact by the Arizona Department of Revenue

Indicate if any Arizona Transaction Privilege or Use tax has been collected or remitted in the past.

Is the company remitting any other type of taxes to Arizona? Type? First remitted?

Estimated Taxable sales in Arizona for the last 4 years.

Proposed terms/offer for the Department's consideration.