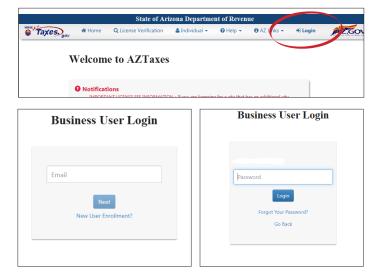**To file or pay online, a business must be registered in AZTaxes.gov and the business user must have a Username and Password to access the AZTaxes.gov website.**

1 **Log into AZTaxes.gov**

On the AZTaxes.gov home page, click **Login** on the top of the screen or under "Businesses".
Next, enter your Username and Password in the Business Users Login.

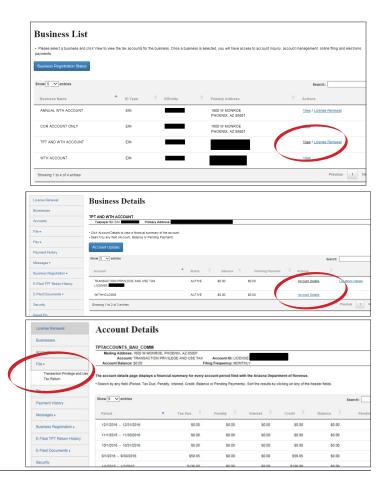
2 **Business List and Details**

The **Business List** page is the main page for your account access once you log into AZTaxes.gov.

Click on the business you would like to access and click **View**. This will grant you access to account inquiry, account management, online filing and electronic payments.

Once you are on the **Business Details** page, you can view **Account Details** — a financial summary of the account and **Location Details**, where you can find your Arizona Department of Revenue assigned location codes.

To file a TPT-2 return click **File** and select **Transaction Privilege and Use Tax Return** on the left side menu.

3 **File A Return**

Select the License number, Year and Month for the return you wish to file. Quarterly filers enter the last month of the quarter; Annual filers enter the last month of the year. You also have the options to file an **Amended** return, a **No Gross Receipt to Report** return and a final return to **Close Your Account**.

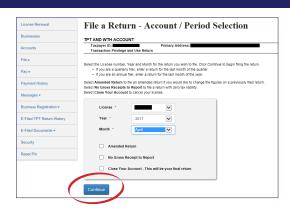Click **Continue** to begin filing the return.

4 **Location List: Editing Line Items**

A list of all your locations with the department assigned location codes will display. Click **View Line items** for each location to view the region and business codes assigned to that specific location.

You must enter gross income details for at least one location before you can click **Continue**.

If you do not have gross income to report, click **Cancel** and file a **No Gross Receipts** to report return.
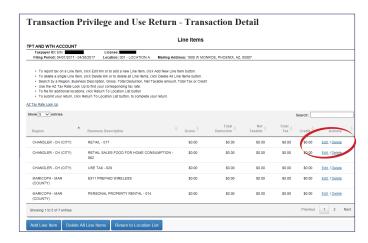

5 **Line Items In Detail**

If the line item already exists, click **Edit** under the **Actions** column.

To delete a single Line Item, click **Delete** under the **Actions** column or to delete all line items, click **Delete All Line Items**.

To report tax on a line item, click **Add Line Item** to enter the new information.

If you add a new line item, you will need to select a Region and Business Description to begin entering your data.

6 Region and Business Description

Select a Region will display a drop-down menu that contains all the Cities, Counties and Reservations from whom the department currently collects transaction privilege tax.

Click on your selected region.

In this example, you are adding a new city that is currently not on your profile. Click OK to continue. Next you would click on Select a Business Description.

Select a Business Description will display a drop-down menu that contains all the Business activities for the selected Region code.
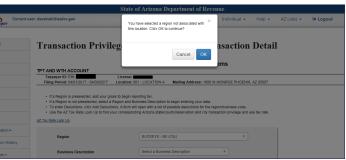
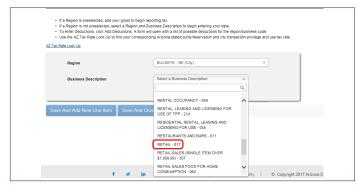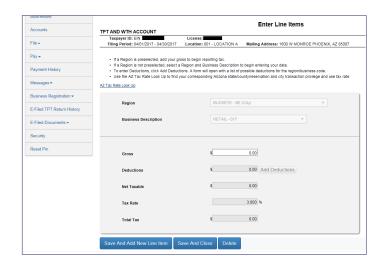Click on your selected business description.

Input the gross amount.

If you have any deductions, proceed to step 7.

If you do not have any deductions, you may skip step 7. Click **Save and Close** and proceed to step 8. You will be directed back to the **Location List** page.

7 **Deductions**

To enter deductions, click **Add Deductions**.

A page will display with a list of possible deductions for the region and business description selected.

Select one of the displayed Deduction Code and begin entering your data.

If a specific deduction code is not displayed, you may look for the deduction code through the search field and click "Search Deduction Code".

Once you are finished entering your data, click **Continue** at the bottom of the page.

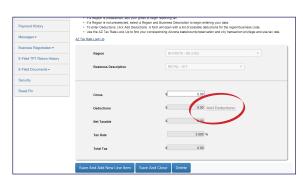Once you enter the gross and deduction amounts, the remaining fields will calculate automatically.

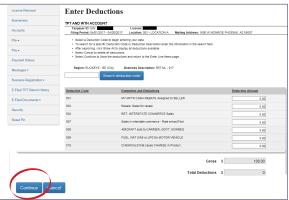Click **Save and Add New Line Item** to add another region and business description.

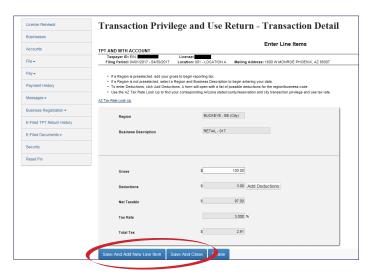Click **Save and Close** if this was your last line item to finish filing the return.

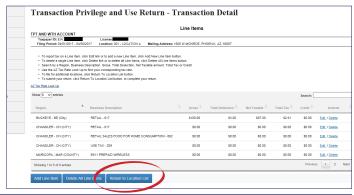After clicking **Save and Close**, you will see a summary of the location you have just edited.

Use the options under the **Actions** column to do any corrections or adjustments as necessary.

Click **Return to Location List** button to go back to the **Location List** page.

8 **Location List: Submitting the Return**

The **Location List** page will now show a summary of **Total Tax Due** per location.

Click **View Line Items** on another location to add additional line items or to edit that location. (See Step 5)

Click **Continue** once you are done editing all locations.

If the business collected any excess tax, you must enter it on the **Excess Tax** page.

Click **Continue**.

The **View Summary** page displays the financial effect of the TPT-2 return.

To submit the return you must enter the PIN you created when registering for AZTaxes.gov.
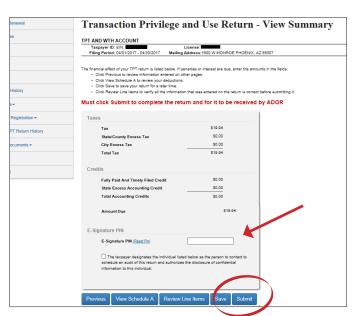
Click **Submit** and get a **Return Confirmation**.
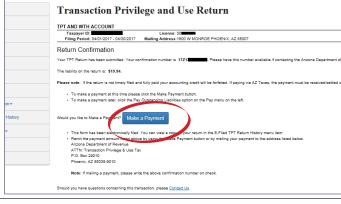You must click Submit to complete the return and for it to be received by ADOR.

The **Return Confirmation** page contains a return confirmation number, which is the DLN (Document Locator Number), the total lability for this return and the option to pay for this return.

Click **Make a Payment** to submit a payment for this return.

9 **Making a Payment**

On the **Schedule a Payment** page, you will have the option to use a Credit Card, Debit ACH or E-check to make a payment. The Credit Card payment option will walk you through a standard online process to pay using a credit card.

When the due date falls on a weekend or Arizona holiday, the payment will be due the next Arizona business day. Select a **settlement date**, which is the date that the amount will be taken out of your bank account. E-check requires it to be the next business day or later.

If you have not done so, read the Automated clearing house debit block information and check the box.

Click **Continue** to get **Payment Confirmation**.

If you are paying with an E-check , you have the option to use a checking account or savings account.

You will need the Routing and Account number.
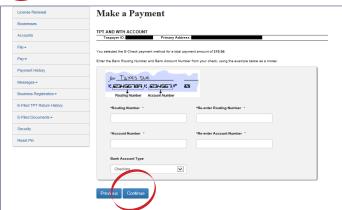
Click **Continue**.

You will get a window prompt informing you of the settlement date. E-check requires it to be the next business day or later.
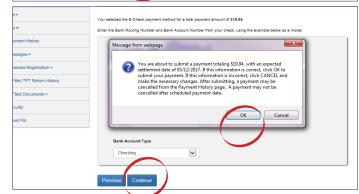
Click **OK**.

Click **Continue** to get **Payment Confirmation**.

On the **Payment Confirmation** page, there will be a payment Confirmation number, submitted date, payment amount and settlement date.