Fact Sheet - Transaction Privilege Tax

June 2025

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.

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.



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.

Business List	:					
Please select a business and in payments.	click View to view the tax accounts for the busin	ness. Once a business is selec	ted, you will have acces	s to account inquiry,	account management, c	inline filing and electronic
Business Registration Status						
Show 5 V entries					Sear	:h:
Business Name	🔺 ID Type 🔶	IDEntity \Leftrightarrow	Primary Address		Actions	
ANNUAL WTH ACCOUNT	EIN		1600 W MONROE PHOENIX, AZ 85007		View / Lice	tse Renewal
COR ACCOUNT ONLY	EIN		1600 W MONROE PHOENIX, AZ 85007			<u> </u>
TPT AND WTH ACCOUNT	EIN				<u>View</u> / Licer	tse Renewal
WTH ACCOUNT	EIN	_			View	
Showing 1 to 4 of 4 entries		•				Previous 1 N
License Renewal	Business Details					
Businesses	Dusiness Details					
Accounts	TPT AND WTH ACCOUNT Taxpayer ID: EN	Ireas:				
Fie +	Click Account Details to view a financial summary of					
Pay +	Search by any field (Account, Balance or Pending P	ayment).				
Payment History	Account Update					
Messages +	Show 5 🗸 entries					Search:
Business Registration -	Account	 Status 	Balance	Pending Payment	Actions	4
E-Filed TPT Return History	TRANSACTION PRMLEGE AND USE TAX	ACTIVE	\$0.00 \$	0.00	Account Details	Losations Details
	LICENSE			()
E-Filed Documents +	WITHHOLDING	ACTIVE	\$0.00 \$	0.00	Account Details	
Security	Showing 1 to 2 of 2 entries				\sim	Previous 1
Reset Pin	_					
License Renewal	Account Details					
Businesses	TOTACCOUNTS DAVI COM					
Accounts	TPTACCOUNTS_BAU_COMM Mailing Address: 1600 W MONROE				-	
Fie -	Account: TRANSACTION P Account Balance: 50.00	RIVILEGE AND USE TAX Filing	Account ID: LICENSE g Frequency: MONTHL	(
Transaction Privilege and Use	The account details page displays a fina	incial summary for every acc	ount period filed with t	Arizona Departm	ant of Revenue	
Tax Return	Search by any field (Period, Tax Due, Pe					fields.
Data.						
Payment History	Show 5 v entries					Search:
Messages +	Period	Tax Due	Penalty 0	Interest 0	Credit ⁽⁾ Be	alance 0 Per
Business Registration +	12/1/2016 - 12/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E-Filed TPT Return History	11/1/2016 - 11/30/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	10/1/2016 - 10/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E-Filed Documents >	9/1/2016 - 9/30/2016	\$59.85	\$0.00	\$0.00	\$59.85	\$0.00



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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.

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.

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.

inesses	TPT AND WTH ACCOUNT	
ounts	Taxpayer ID: Primary Address: Transaction Privilege and Use Return	
•	Select the License number. Year and Month for the return you wish to file. Click Continue to begin filing the r	
-	 If you are a quartery fler, enter a return for the last month of the year. If you are an annual filer, enter a return for the last month of the year. 	aurn.
ment History	Select Amended Return to file an amended return if you would like to change the figures on a previously file Select No Gross Receipts to Report to file a return with zero tax liability.	d retur
sages *	Select Close Your Account to cancel your license.	
ness Registration -	License '	
ed TPT Return History	Year * 2017 💌	
led Documents +	Month * April	
urity	Amended Return	
et Pin	No Gross Receipt to Report	
	Close Your Account - This will be your final return	

T AND WTH AC	COUNT		Locati	on List		
Taxpayer ID: EIN Filing Period: 04/		License: V30/2017 Mailing Address:1600 \	W MONROE, PHOENIX, AZ, 85	007		
Below are the I Welcome page Click View Line	Location(s) o I items to vie	porting on your Transaction Privilege t in record with the Department and the i withe regions/business codes connect ount for at least one location before yo	assigned Location Code(s). If yo	t your tax per location. u do not see one or more of your locations, add th	he location through "View/Update	e Locations" on the BA
now 5 V entries					Search:	
	• •	Doing Business As		Line Item Count	Search:	Actions
Location	•	Doing Business As	¢	Line Item Count 🏺		Actions View Line Rems
how 5 v entries Location 001 002			¢			

		Line Items					
T AND WTH ACCOUNT Taxpayer ID: EIN:	License:						
Filing Period: 04/01/2017 - 0		Mailing Address: 1600 W MON	IROE, PHOENIX, AZ, 8	5007			
To delete a single Line Ite Search by a Region, Busin Use the AZ Tax Rate Lool To file for additional location	m, click Edit link or to add a new Line Hem, click Am, m, click Delete link or to delete all Line Hems, click sess Description, Gross, Total Deduction, Net Taxa: U plo find your corresponding tar rabe, ons, click Return To Location List button. k Return To Location List button, to complete your	Delete All Line Items button. able amount, Total Tax or Credit					
tow 5 v entries						Search:	
Region	Business Description	¢ Gross [¢]	Total Deduction	Net Taxable	Total Tax	Credit	Actions
Region CHANDLER - CH (CITY)	Business Description RETAIL - 017	⇔ _{Gross} ⇔ \$0.00				Credit	Actions
		\$0.00	Deduction 🖗	Taxable 🖗	Tax 🖗		
CHANDLER - CH (CITY)	RETAIL - 017 RETAIL SALES FOOD FOR HOME CONSU	\$0.00	Deduction 😌	Taxable 🖗	Tax =	\$0.00	Edit. / Delete
CHANDLER - CH (CITY) CHANDLER - CH (CITY)	RETAIL - 017 RETAIL SALES FOOD FOR HOME CONSU 062	\$0.00 IMPTION - \$0.00	Deduction 9 \$0.00 \$0.00	Taxable 9 \$0.00 \$0.00	Tax 9	50.00 50.00	Edit / Delete

License Renewal	Transaction Privil	ege and Use R	eturn - Transaction Detail			
Businesses						
Accounts	TPT AND WTH ACCOUNT		Enter Line Items			
File +	Taxpayer ID: EIN: 1 Filing Period: 04/01/2017 - 04/30/2017	License: Location: 001 - LOCATION A	Mailing Address: 1600 W MONROE PHOENIX, AZ 85007			
Pay 🗸	 If a Region is preselected, add your gro 	oss to begin reporting tax.				
Payment History	If a Region is not preselected, select a Region and Business Description to begin entering your data. To enter Deductions, click Add Deductions. A form will open with a list of possible deductions for the region/business code. Use the AZ Tax Rate body lub for find voic corresponding Articona statis/countrytesvarison and cliv transaction privilees and use tax rate.					
Messages +	AZ Tax Rate Look Up	our corresponding Anzona state/col	nny/reservation and city transaction privilege and use tax rate.			
Business Registration -	Region	Select a Region				
E-Filed TPT Return History	Region	Concertaritagion				
E-Filed Documents •	Business Description	Select a Busines	s Description *			
Security						
Reset Pin	Save And Add New Line Item S	ave And Close Delete				

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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.

Transaction Privilege and Use Return - Transaction Detail Enter Line Items Acce TPT AND WTH ACCOUNT Taxpayer ID: EIN: Filing Period: 04/01 File 🗸 Pay 🗸 To enter Deductions, click Add Ded
 Use the AZ Tax Rate Look Up to fin region and Business Description t ins. A form will open with a list of (AZ Tax Rate Look Up Select a Regio E-Filed D MUNICIPAL WATER, STATEWIDE OCONINO - COC (Cour GILA - GLA (County GRAHAM - GRA (County GREENLEE - GRN (C **Transaction Privileg** saction Detail If a Region is n To enter Deduc Use the AZ Tax AZ Tax Rate Look Up BUCKEYE - BE (City) RENTAL OCCUPANCY - 040 RENTAL, LEASING AND LICENSING FOR USE OF TPP - 214 RESIDENTIAL RENTAL, LEASING AND LICENSING FOR USE - 045 ESTAURANTS AND BARS - 011 RETAIL - 017 RETAIL SALES (S \$1,999.99) - 307 NGLE ITEM OVE RETAIL SALES FOOD FOR HI CONSUMPTION - 082 lity | © Copyright 2017 Arizona E

Accounts	TPT AND WTH ACCOUNT		Enter Line Items
File +	Taxpayer ID: EIN: Filing Period: 04/01/2017 - 04/30/2017	License: Location: 001 - LOCATION A	Mailing Address: 1600 W MONROE PHOENIX, AZ 85007
Pay 🗸	 If a Region is preselected, add your gr 		
Payment History		tions. A form will open with a list of	to begin entering your data. possible deductions for the region/business code. punty/reservation and city transaction privilege and use tax rate.
Messages 🕶	AZ Tax Rate Look Up		
Business Registration -	Region	BUCKEYE - BE	(City) *
E-Filed TPT Return History			
E-Filed Documents -	Business Description	RETAIL - 017	Ψ
Security			
Reset Pin	Gross	s	0.00
	Deductions	s	0.00 Add Deductions
	Net Taxable	s	0.00
	Tax Rate		3.000 %
	Total Tax	\$	0.00
	Save And Add New Line Item S	Save And Close Delete	

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.

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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.

Payment History	 To enter Deductions, click Add Deductions 	join and Burses Description to begin entering your data. A form will open with a list of possible deductions for the region/business code. corresponding Arizona stability contribusion and city transaction privilege and use tax rate.
Messages v	AZ Tax Rate Look Up	
Business Registration + E-Filed TPT Return History	Region	BUCKEYE - BE (City) *
E-Filed Documents +	Business Description	RETAIL-017 *
Security		
Reset Pin	Gross	\$ 0.00
	Deductions	\$ 0.00 Add Deductions
	Net Taxable	s 900
	Tax Rate	3.000 %
	Total Tax	s 0.00
	Save And Add New Line Item Sav	e And Close Delete

License Renewal	Enter Deduction	ns				
Businesses	TPT AND WTH ACCOUNT					
Accounts	Taxpayer ID: EIN: Filing Period: 04/01/2017 - 04/20/2	License: 1017 Location: 001 - LOCATION A Mailing Address: 1600 W MONRS	DE PHOENIX, AZ 85007			
Filo 🕶	Select a Deduction Code to beg	in entering your data. In Code or Deduction Description enter the information in the search field				
Pay.⊷	After searching, click Show All to display all deductions available. Select Cancel to delete all deductions.					
Payment History	 Select Continue to Save the dec 	luctions and return to the Enter Line Items page.				
Messages +	Region: BUCKEYE - BE (City)	Business Description: RETAIL - 017				
Business Registration +	Search o	leduction code				
E-Filed TPT Return History	Deduction Code	Exemption and Deductions	Deduction Amount			
E-Filed Documents +	501	MV MFTR CASH REBATE Assigned to SELLER	0.00			
Security	503	Resale: Sales for resale	0.00			
	504	RET: INTERSTATE COMMERCE Sales	0.00			
Reset Pin	507	Sales in interstate commerce - Rate extractTest	0.00			
	508	AIRCRAFT sold to CARRIER, GOVT, NONRES	0.00			
	509	FUEL: NAT GAS or LPG for MOTOR VEHICLE	0.00			
	610	CHEMICALS that cause CHANGE in Product	0.00			
		Gross	\$ 100.00			
\frown		Total Deductions	\$ 0			



TPT AND WTH ACCOUNT		Line Items					
Taxpayer ID: EIN.	License 202017 Location: 001 - LOCATION A Mailing Address: 160	30 W MONROE, PHO	DENIX, AZ, 85007				
To delete a single Line item, cl Searth by a Region, Business Use the AZ Tax Rate Look Up To file for additional locations,	likk Editikk or to add a new Like litem, tick Add New Line Item burdt like Delete like for obeleted i Line Items, sick Delete Alice. I Description, Gross, Total Deduction, Net Taxable amount, Total Tax to find your corresponding fax rate. Gick Return To Location List button.	button.					
Show 5 v entries						Search:	
	Business Description	0 Gross 0	Total Deduction 0	Net Taxable	Total Tax 🗄	Credit 0	A
Region	Business Description			Her Taxatore			
Region BUCKEYE - BE (City)	RETAIL - 017	\$100.00	\$3.00	\$97.00	\$2.91	\$0.00	Edt./D
-						\$0.00 \$0.00	Edit./D
BUCKEYE - BE (City)	RETAIL - 017	\$100.00	\$3.00	\$97.00	\$2.91		
BUCKEYE - BE (City) CHANDLER - CH (CITY)	RETAIL - 017 RETAIL - 017	\$100.00 \$0.00	\$3.00 \$0.00	\$97.00 \$0.00	\$2.91 \$0.00	\$0.00	Edt./

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.

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Total Tax Due per location.

Location List: Submitting the Return

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Transaction Privilege and Use Return - Transaction Detail Location List TPT AND WTH ACCOUNT Taxpayer ID: EIN: License: Filing Period: 04/01/2017 - 04/30/2017 Mailing Address: 1000 W MONROE, PHOENIX, AZ, 85007 As part of location based reporting on your Transaction Privilege tax return, it is imports Below are the Location(s) on record with the Department and the assigned Location Co-Cito: View Line Bins to view the regional/business codes connected to that specific bour You must enter a gross amount for at least one location before you can click Continue. Show 5 V entries Doing Busi iness As Line Item Count 🗄 Total Tax Due 🗄 Action 001 LOCATION A \$9.02 View Line Items 8 LOCATION B \$10.92 View Line Items Previous 1





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.

	Transaction Privilege and Use Return
	TPT AND WTH ACCOUNT
	Taxpayer ID: License: 00 License: 00 Filing Period: 04/01/2017 - 04/30/2017 Mailing Address: 1600 W MONROE PHOENIX, AZ 86007
	Return Confirmation
	Your TPT Return has been submitted. Your confirmation number is 1721
	The liability on the return is: \$19.94.
	Please note: If the return is not timely filed and fully paid your accounting credit will be forfeited. If paying via AZ Taxes, the payment must be received/settled o
	 To make a payment at this time please click the Make Payment button.
	 To make a payment later, click the Pay Outstanding Liabilities option on the Pay menu on the left.
ж	Would you like to Make a Payment Make a Payment
	This form has been electronically filed. You can view a concern your return in the E-Filed TPT Return History menu item.
	 Remit the payment amount must above by using the save Payment button or by mailing your payment to the address listed below. Arizona Department of Revenue
	ATTN: Transaction Privilege & Use Tax
	P.O. Box 20010 Photesix AZ 85038-0010
	Phoenic, AZ 85038-9010
	Note: If mailing a payment, please write the above confirmation number on check.
	Should you have questions concerning this transaction, please <u>Contact Us</u> .

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

additional line items or to edit that location. (See Step 5)

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

The Location List page will now show a summary of

Click View Line Items on another location to add

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.

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Making a Payment

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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.

1	Schedule a Paym	nent .
	TPTACCOUNTS_BAU_COMM Taxpayer ID	timary Address: 1800W MONROE PHOENX, AZ 88007
		yment. This is separate from filing. A return is still required by the filing due date.
- ·	ACH Debit or E-Check: Payments made o	last business day of the month if you are electing to file and pay electonically. n AZT axes must be completed before 500pm Mountain Standard Time (MST), on the Arizona business day, prior to the due date, in order for your payment to settle the next business day. The
	Credit Cards: Payments made on AZTaxe	abited from your bank account and oredited to the Department of Revenue account. s must be completed before 500pm Mountain Standard Time (MST) and will be oredited to your Department of Revenue account the same day. All liabilities except license fees can be paid with
H	a credit card. Holidays or Weekends	Arizona holday, the payment will be due the next Arizona business day.
-		vizione noicey, the payment will be due the next Anzona business day. reade a one-time payment, withdrawn on the date indicated.
	Account *	TRANSACTION PRIVILEGE AND USE TAX.
		must match with your filing frequency
	Period Begin Date: *	0601/2017
	Period End Date: *	06/30/2017
	Payment Amount: (\$)	31.50
	Payment Method: *	V
	Settlement Date: *	MMDD/YYYY
	This is a June Estimated Paymen	
	 I you have an Automater account, you must inform you Company ID number to avoid real 	1 Clearing House (ACH) debit block on your bank ar bank of the Arizona Department of Revenue's action of wour aryumed The Department's Company
	ID number is 4866004791. Due t (NACHA) rule change, the Depa	d Charlog Nover (ADI) debit Note on your bank bank of the Antonia Charlow (ADI) debit Note (ADI) debit (ADI) debit (ADI) debit (ADI) debit (ADI) a Matsian Adiatatut Charlow (Nover Association minimum any A Mark (ADI) approximation (ADI) and ADI (ADI) approximation (ADI) approximation (ADI) approximation (ADI) (ADI) approximation (ADI) approximation (ADI) approximation (ADI) approximation (ADI) (ADI) approximation (ADI) appr
	rejects. Please know you will be your bank. By submitting this pay Department of Revenue to debit	e charged for payments returned as unsubtorized by ment, you asknowledge hat you have achieving the pay account, and you accept responsibility for any
	resulting tees.	bank account outside the Linned States banking system?
1	⊖ Yes ® No	
	Continue	
4		
	License Renewal	Make a Payment
	Businesses	TPT AND WTH ACCOUNT
	Accounts	Taxpayer ID: Primary Address:
	Pay +	You selected the E-Check payment method for a total payment amount of \$19.94
	Payment History	Enter the Bank Routing Number and Bank Account Number from your check, using the example below as a model.
	Messages +	for Taxes Due
	Business Registration -	1; 1234/567189,1; 1234/56711* 123
	E-Filed TPT Return History	
	E-Filed Documents +	*Routing Number * *Re-inter Routing Number *
	Security	
	Reset Pin	*Account Number * "Re-enter Account Number *
		Bank Account Type Checking
		Checking
		Previ us Continue
e▼		You selected the E-Check payment method for a total payment amount of 319.94
y-		Enter the Bank Routing Number and Bank Account Number from your check, using the example below as a model.
ymei	nt History	
ISSBC	105 -	Message from webpage
_	ss Registration •	You are about to submit a payment totaling \$19.94, with an expected
-	TPT Return History	settlement date of 05/12/2017. If this information is correct, click OK to submit your payment. If this information is incorrect, click CANCEL and
		make the necessary changes. After submitting, a payment may be cancelled from the Payment History page. A payment may not be
-	Documents -	cancelled after scheduled payment date.
curity		OK Cancel
set F	Pin	
		Bank Account Type
		Bank Account Type Checking
		Previous Continue
-	nse Renewal	Payment Confirmation
-	nesses	TPT AND WTH ACCOUNT
Acco		Taxpayer ID: EIN: Primary Address:
File	-	Thank you for making this payment, please ensure that a return has been filed for this period as we your payment to reconcile.
Pay	•	 Please print this document for your personal records. <u>Click here to print</u>
Раут	ment History	Contact Dustomer Care if you have any questions or concerns about this transaction. You may cancel your 5-Check payment up to one business day before the settlement to date below. Payments made on AZTaxes much be completed before S00pm Mountain Standard Time (UIST) the Arizona business day prior to the due date, in order for your Payments made on AZTaxes much be completed before S00pm Mountain Standard Time (UIST) the Arizona business day prior to the due date, in order for your
Mes	sages +	the date the money is debited from your bank account and credited to the Department of Revenue account.
Busi	ness Registration +	Confirmation 10
E-FI	ed TPT Return History	Submitted Date 5/8/2017 0:23:52 AM
E-FI	ied Documents -	Payment Amount 310.94
Secu	urity	
Rese	et Pin	Settlement Date 05/12/2017