



## An Introduction to Filing Federal Form 1099-S to Arizona

November 2020

### Form 1099-S Filing Requirement

If a federal Form 1099-S is required to be filed to the IRS and the address or legal description is in Arizona, Form 1099-S must be filed to Arizona.

### How to File Form 1099-S to Arizona

The Arizona Department of Revenue (ADOR) maintains a website that permits a user to file Form 1099-S electronically. The web address for electronic filing is <https://efile.aztaxes.gov/AZFSETPortal>.

**NOTE ON SPECIAL USE BY A REGISTERED USER:** The landing page states that AZ Web File (AZFSET) is available for “Payroll Service Providers” and for filing and paying “Employer Withholding.” Despite the landing page heading, a person that must file federal Form 1099-S will register through this portal because federal 1099 forms are filed through the portal **even if the user is not a payroll service provider**.

A person that must file Form 1099-S will complete registration and filing through the following steps:

Step	Description
1	Complete the Payroll Service Company Registration found at <a href="https://efile.aztaxes.gov/AZFSETPortal/Account/Register">https://efile.aztaxes.gov/AZFSETPortal/Account/Register</a> . Select Web Upload or Transmitter, whichever applies.
2	Receive the ADOR confirmation email, complete and return the signature card.
3	Receive a second email confirmation from ADOR that enables a user to generate a valid password. Be sure to check spam for agency email. Add ADOR to email contacts to ensure receipt of future emails.
4	Complete registration by creating a valid password.
5	Click “Home” on the left-side menu of the “Registration Complete” screen.
6	<i>Logon to AZFSET (follow steps specific to user type)</i>
	<p><b>a. Web Upload User –</b></p> <ul style="list-style-type: none"> <li>i. Under W2 and 1099?, select “Click Here”.</li> <li>ii. Log on with username and password on the “AZFSET User Login” screen.</li> <li>iii. Click “Continue” on the “Welcome to Web Upload” screen.</li> <li>iv. Choose Form 1099-S from drop-down menu and upload each applicable federal Form. A user will be required to navigate through two subsequent system validations to ensure that file upload was successful and complete.</li> </ul> <p><b>b. Transmitter –</b></p> <ul style="list-style-type: none"> <li>i. Log on with username and password on AZ Web File Welcome screen.</li> <li>ii. In the left menu, click “Resources” to access the WSDL that will be used for transmissions.</li> </ul>

For additional information, refer to the supplementary documentation entitled Preparer User Guide under “Resources” at <https://efile.aztaxes.gov/AZFSETPortal>.