

2014 Withholding Transmittal of Wage and Tax Statements

Arizona Form A1-T

Obtain additional information or assistance by calling one of the numbers listed below:

Phoenix (602) 255-2060
From area codes 520 and 928, toll-free (800) 843-7196

Obtain tax rulings, tax procedures, tax forms and instructions, and other tax information by accessing the department's website at www.azdor.gov.

General Instructions

Purpose of Form

This form is required for employers that filed:

1) Arizona Form A1-R **electronically** through its payroll service provider or a transmitter;

or

2) Arizona Form A1-APR **electronically** through its payroll service provider, a transmitter, or by logging in to www.AZTaxes.gov.

Employers or their representatives complete Form A1-T to transmit the wage and tax statements, (federal Form W-2 and/or Form 1099), either paper copy or optical media (CD-ROM or DVD), to the Arizona Department of Revenue.

If more than one employer is submitted on the same CD-ROM or DVD, send a list of the employers including the Employer Name, Address, Business Phone, EIN, Period End, Form(s) enclosed, and Number of Forms, that are being submitted on the CD-ROM or DVD, as well as the Contact Information for the CD-ROM or DVD.

If W2s and 1099s are sent in separate CD-ROMs or DVDs, submit one A1-T for each type of form. Indicate which forms (W-2, 1099, other) are included on the CD-ROM or DVD and the number of each.

Form A1-T must be completed, even if only one Form W-2 or one Form 1099 is filed.

See the department's Publication 701 for more information about filing wage and tax statements on optical media (CD-ROM or DVD). Pub 701 is available on the department's website: www.azdor.gov.

Specific Instructions

Enter the employer's name, address, and telephone number in the Employer Information box. If the employer has a foreign address, enter the information in the following order: city, province or state, and country. Follow the country's practice for entering the postal code. **Do not abbreviate the country's name.**

Enter the employer identification number in the EIN box. Enter the calendar year to which this transmittal pertains in the Period End box. File this form only on a calendar year basis, i.e., for the period January 1, 2014, through December 31, 2014. The return is due by February 28. If the due date falls on a Saturday, Sunday, or legal holiday, the return is

considered timely if it is filed by the next day that is not a Saturday, Sunday, or legal holiday.

Enter a contact person's name, company and telephone number in the Contact Information box. The department may contact this person if there are any questions with the transmittal or attachment(s).

Check a box to indicate which paper form(s) are enclosed. If Form(s) W-2 are enclosed, enter the number of Form(s) W-2 enclosed. If Form(s) 1099 are enclosed, enter the number of Form(s) 1099 enclosed. If any other form is enclosed, check the "Other" box, and specify the type of form enclosed and enter the number of forms enclosed.

If a CD-ROM or DVD is being transmitted, check a box indicating the types of form(s) contained on the CD-ROM or DVD. If Form(s) W-2 are included on the CD-ROM or DVD, enter the number of Form(s) W-2 included on the CD-ROM or DVD. If Form(s) 1099 are included on the CD-ROM or DVD, enter the number of Form(s) 1099 included on the CD-ROM or DVD enclosed. If any other form is included on the CD-ROM or DVD, check the "Other" box, and specify the type of form enclosed and enter the number of forms enclosed.

Employers submitting the information on CD-ROM or DVD should secure the CD-ROM or DVD in a hard case and include it with Form A1-T.

The label on the CD-ROM or DVD should contain the form(s) name (Form W-2 and/or Form 1099) with the employer's name, employer identification number, and calendar year. If the password is emailed to the department, also include the email address the password originated from on the label of the CD-ROM or DVD.

Employers may password protect the CD-ROM or DVD and email the password separately to MediaLibrarian@azdor.gov. Include "Form W-2" or "Form 1099" in the subject line of the email. In the body of the email, include the employer information that is on the CD-ROM or DVD label and Form A1-T. The department **will not** return or copy any media.

CAUTION: The employer submits the CD-ROM or DVD at its own risk and understands that the information may need to be provided to the department again at a later date if it is not accessible by the department for any reason.

Mail the completed transmittal and document(s) to:

Arizona Department of Revenue
PO Box 29009
Phoenix, AZ 85038-9009

Keep a copy of Form A1-T and its related documents for the employer's records.