

2015 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) 255-3381
From area codes 520 and 928, toll-free (800) 352-4090

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) to the Arizona Department of Revenue by paper copy or "optical media." For purposes of these instructions, "optical media" means CD-ROM or DVD ("CD/DVD").

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, 2015, through December 31, 2015. 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 the box, "W-2," "1099," or "Other," to indicate the type of forms being submitted. (If the box "Other" is checked, provide a description of the forms submitted.) Write the number of forms submitted in the space provided next to the checkbox.

Complete Form A1-T, regardless of the number of forms submitted.

If submitting withholding information on a CD/DVD, place the CD/DVD in a hard case before including it with the Form A-1T. Label the case and the CD/DVD with the Employer Name and EIN, calendar year, form name, and count of forms included. If the data on the CD/DVD is password protected, email the password to: MediaLibrarian@azdor.gov; provide a description of the form(s) submitted on the subject line of the email, and indicate the sender's email address on the CD/DVD and case.

If the CD/DVD contains more than one employer's withholding information, include a list of the employers by employer name. Provide the EIN, employer address, Period End, type of Form(s), count of Forms, and the contact information for the CD/DVD.

When submitting W2's and 1099's on separate CD/DVD's, complete one A1-T for each submission regardless of the number of forms submitted.

Please note: The department will not return or copy any CD/DVD.

CAUTION: The employer submits the CD/DVD at its own risk and understands that the information may need to be provided to the department again 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.