



How to File and Pay TPT Returns for Property Management Companies

Education & Outreach

Arizona Department of Revenue

Our Statutory Responsibilities:

The Arizona Department of Revenue administers tax policy decisions made by the Governor and elected officials at the State Legislature. The Department follows a comprehensive statutory framework in administering the State of Arizona's tax system.

Pursuant to A.R.S. Titles 42 and 43, ADOR administers collection and distribution of individual and corporate income, transaction privilege, withholding and luxury taxes. ADOR is also responsible for oversight of property tax and returning unclaimed personal property to its rightful owners.

The guidance the Arizona Department of Revenue provides to taxpayers is based on laws that have been passed by the State Legislature and signed by the Governor. Its rulings are intended to uphold the policy objectives of elected leaders by ascertaining the meanings of statutes, meticulously taking into account the context, language, historical background, spirit and purpose of Arizona tax laws.

The Department's rulings are further shaped by decades of case law, administrative rules and prior decisions. Taxpayers can request departmental guidance on a tax issue at any time, and if they think the department has erred, they are afforded several means of resolving interpretational differences. These remedies include direct dialogue with the Department, administrative hearings and court decisions, and clarifying legislation.

Where tax law is unclear, outpaced by technical innovation and policy-makers wishing to make changes to the tax code, the department stands ready to help lawmakers devise new legislation that provides much-needed clarity and direction. In legislative matters, the department's sole focus is to help lawmakers develop tax bills that are technically sound and administratively feasible to execute, regardless of the policy objective.

Where tax law is unclear, outpaced by technical innovation and policy-makers wishing to make changes to the tax code, the department stands ready to help lawmakers devise new legislation that provides much-needed clarity and direction. In legislative matters, the department's sole focus is to help lawmakers develop tax bills that are technically sound and administratively feasible to execute, regardless of the policy objective.



Disclaimer:

The following material has been prepared by the Arizona Department of Revenue for informational and training purposes only.

It does not constitute tax advice or reflect a position or policy of ADOR. The information contained in this presentation is current as of the date noted in the materials. Arizona statutes, case law or administrative rules, as well as later rulings or notices issued by the department, may change or negate any or all of the information contained in these materials.

In the event of inconsistency or omission, the language of the relevant Arizona statute, administrative rule or any formal written communication by the Arizona Department of Revenue will prevail.



Navigation Instructions

How to use this tutorial

- Click anywhere on a slide to advance to the next slide.
- Presentation notes are available whenever this image appears.
 - Click on the icon to display the notes.



Agenda

[Filing Returns Using the E-File Solution](#)

[Understanding the PMC E-Filed Consolidated Template](#)

[Split Rate Calculations for Quarterly and Annual Filers](#)

[Reconciliation Template](#)

[Paying on Behalf of Property Owners Using AZTaxes.gov](#)

[Paying on Behalf of Property Owners by Paper Check](#)





Filing Returns Using E-file Solution

Filing Returns Using E-File Solution

When a property owner (PO) and a property management company (PMC) enter into an agreement, one of the tasks of the PMC is to file transaction privilege tax (TPT) returns on behalf of the PO.

- PO must have account on AZTaxes.gov.
- Once the PMC is engaged to the PO's account on AZTaxes.gov, they may begin to file using the e-file solution.



Filing Returns Using E-File Solution

Key Notes:

- E-file solution allows for bulk filing for all POs.
- Available on a single form up to 7,000 rows.
 - For optimal performance, we recommend using the latest version of Google Chrome for anything over 1,000 rows.
- PMCs should report one location per line.
- E-file solution template will not pre-populate the previous month's reporting information.
- Confirmation numbers are available from the confirmation email and from the E-Filed TPT Return History menu option on AZTaxes.gov.
- PMCs can upload multiple files to capture the varying filing frequencies of their POs.
 - PMCs want to ensure each file does not repeat TPT license numbers to avoid unnecessary errors.
 - Report all like filing frequencies together (monthly, quarterly, annual, seasonal).



Key Notes Continued:

- PMCs may report on behalf of licensed clients in the following business classifications:
 - Transient Lodging
 - City Hotel
 - Additional Hotel
 - Commercial Lease
 - Residential Rental





Filing Returns Using E-File Solution

Filing Frequencies:

Filing Frequency	Liability Threshold
Annual	Less than \$2,000
Quarterly	\$2,000-\$8,000
Monthly	More than \$8,000

- Estimated annual combined state, county, and municipal tax liability.
- Filing frequencies can be changed by submitting a Business Account Update form.
- Can be changed by a PO or by a PMC that has a valid POA on file.





Filing Returns Using E-File Solution

Q: What happens if a property owner has multiple properties licensed under one TPT license but hires multiple PMCs to manage the account? How are the multiple PMCs able to file for the same period? (For example: PO has a commercial rental and a residential rental under one TPT license. They have one PMC that manages the commercial rental and a different PMC that manages the residential rental.)

A: Because of the inability to house multiple returns for the same license in the same period, these properties would need to be licensed separately. If PMC 1 files a return for the commercial rental and then PMC 2 files for the residential rental, the residential rental return would post as “informational” or as an amendment. For this reason, these properties would need to be licensed separately.





Filing Returns Using E-File Solution

Welcome to AZTaxes

! Notifications

- **Notice:** If you are having issues logging in, filing or paying taxes, use these troubleshooting tips: Try another browser, edit your bookmarks or clear your internet history and cache.
- **Notice:** New Self-Service Feature - Payment Plans for Individual Income taxpayers now available.



👤 Quick Links

- ⓘ Make an Individual/Small Business Income Payment
- ⓘ Make a Transaction Privilege/Use Tax Payment

📘 Helpful Links

- IRS: Register for a New EIN
- DES - File Unemployment Tax Return
- ACA: COVID-19 Arizona Business Resources
- IRS: People First Initiative

👤 Individuals

- Where's My Refund?
- Cancel a Payment
- Request a Payment Plan
- File Individual Income Tax
- View My 1099-G

💰 Payroll Service Companies

- Bulk File & Pay WTH Returns

🏢 Businesses

- Enroll to File and Pay Online
- Verify a Transaction Privilege License
- View City/Town Tax Rate Changes
- Application to Certify Your Individual-Owned Shared Vehicle for Peer-to-Peer Car Sharing
- Transaction Privilege and Use Tax Due Date Calendar
- Withholding Tax Due Date Calendar

📖 Resources

- Completing the TPT-2 in AZTaxes
- Publications
- Arizona Licensing Guide
- Business Tax Description Codes
- Frequently Asked Questions
- AZ Tax Rate Look Up
- Tutorials / YouTube
- Vehicle Use Tax Calculator

Login to AZTaxes ➔





Business User Login

sample@email.com

●●●●●●●●●●

Login



[Forgot Your Password?](#)

[New User Enrollment?](#)





Filing Returns Using E-File Solution

Businesses

Business Registration ▶

E-Filed Documents ▶

Reset Pin

Business List

- Please select a business and click View to view the tax accounts for the business. Once a business is selected, you will have access to account inquiry, account management, online filing and electronic payments.

Business Registration Status

Show entries

Search:

Business Name	ID Type	Entity ID	Primary Address	Actions
SAMPLE PMC BUSINESS	EIN	[EIN SHOWN HERE]	[ADDRESS LINE - 1] [ADDRESS LINE - 2]	 VIEW

Showing 1 to 1 of 1 entries

Previous Next





Filing Returns Using E-File Solution

Businesses

Accounts

Business Registration ▶

Property Management Company ▶

Security

Reset Pin

Business Details

Taxpayer ID: EIN:

Primary Address:

- Click Property Management Company on left menu or click on Account Maintenance on Account row to access Account Maintenance to Engage/Disengage Property Owner(s).
- Search by any field (Account, Balance or Pending Payment).

Show entries

Account	Status	Balance	Pending Payment	Actions
Property Management LICENSE [LIC # SHOWN HERE]	ACTIVE	N/A	N/A	Account Maintenance

Showing 1 to 1 of 1 entries





Filing Returns Using E-File Solution

Business Details

Taxpayer ID: E Primary Address:

- Click Property Management Company on left menu or click on Account Maintenance on Account row to access Account Maintenance to Engage/Disengage Property Owner(s).
- Search by any field (Account, Balance or Pending Payment).

Show 5 entries

Search:

Account	Status	Balance	Pending Payment	Actions
Property Management LICENSE [LIC # SHOWN HERE]	ACTIVE	N/A	N/A	Account Maintenance

Showing 1 to 1 of 1 entries

Previous 1 Next

- Businesses
- Accounts
- Business Registration ▶
- Property Management Company ▼
 - Account Maintenance
 - File Returns
 - Payment History
 - Pay Outstanding Liabilities
 - Update PO Mailing Address
- Security
- Reset Pin





Filing Returns Using E-File Solution

File Residential Rentals - Property Managers

PMC TEST ACCOUNT IN PRODUCTION

Mailing Address: 1600 W MONROE PHOENIX, AZ 85007

- **System Requirement:** For optimal performance, we recommend using the latest version of Chrome browser for anything above 1000 lines.
- **Effective immediately the Workbook template has changed. Click Download Template button to download the new version now.**

Methods for Entering Data

For a List of valid business codes and deductions codes please click [here](#)

- 1) Enter data directly.
- 2) Copy and paste from an existing spreadsheet.
- 3) Download the template spreadsheet with the "Download Template" button. Add data to the spreadsheet and save. Upload the spreadsheet with the "Upload File" button.
- 4) Each file cannot be more than 5,000 rows.
- 5) Acceptable file formats are CSV (Comma Separated Values) and Excel.

Download Template

Upload File

- Please do not submit your return more than once within 60 minutes.
- PLEASE NOTE: You cannot amend submissions using this upload.
- Click the "Validate Data" button to validate the data. Once all of your data is validated, you can click the "Upload File" button.
- If you leave this page without completing your transaction, you will need to re-enter your data.
- If filing a No Gross Receipt return, only enter the PO License number.
- Location code is not required for non-city regions.

- Click [here](#) for tutorials on filing and paying as a PMC

Validate Data Clear Data Arizona Tax Rate Look Up

	Property Owner License	Period End Date (mm/dd/yyyy)	Location Code	No Gross Receipt	Region Code	Accounting Credit
1						
2						
3						
4						

The screenshot shows the Arizona Department of Revenue website. The main heading is "For Property Management Companies (PMC)". Below the heading, there is a "Print" button. The page content explains that every residential rental property owner with taxable rental property is required to obtain an Arizona transaction privilege tax (TPT) license from the Arizona Department of Revenue for each location where residential rental income is taxable. The page also includes a "Customer Notice" regarding COVID-19 and a link to "AZTaxes.gov".





Filing Returns Using E-File Solution



Current user:



Businesses

Accounts

Business Registration

Property Management Company

Security

Reset Pin

File Residential Rentals - Property Managers

Taxpayer ID: License: Mailing Address:

System Requirement: For optimal performance, we recommend using the latest version of Chrome browser for anything above 1000 lines

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Download Template

Upload File

- Please do not submit your return more than once. Allow 60 minutes to post.
- Please note: You cannot amend submissions using this upload.
- Click the "Validate Data" button to validate the data. Once all of the data is validated, the Excess Tax Collected - Property Managers screen will display.
- If you leave this page without completing your transaction, your data will not be saved.
- If filing a No Gross Receipt return, only enter the PO License number, the period end date, and Enter Y if filing a No Gross Receipt return.
- Location code is not required for non-city regions.
- Click [here](#) for tutorials on filing and paying as a PMC.

Validate Data

Clear Data

Arizona Tax Rate Look Up

	Property Owner License	Period End Date (mm/dd/yyyy)	Location Code	No Gross Receipt	Region Code	Business Code	Gross	Tax Rate	Deduction Code 1	Deduction Amt 1	Deduction Code 2	Deduction Amt 2	Deduction Code 3	Deduction Amt 3	Deduction Code 4	Deduction Amt 4	Accounting Credit
1																	
2																	
3																	
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5																	
6																	





Filing Returns Using E-File Solution

State of Arizona Department of Revenue



Current user:

[Home](#)

[License Verification](#)

[Individual](#) ▾

[Help](#) ▾

[AZ Links](#) ▾

Businesses

Accounts

Business Registration ▸

Property Management Company ▸

Security

Reset Pin

File Residential Rentals - Property Managers

Taxpayer ID:

License: 2

Mailing Address:

• **System Requirement: For optimal performance, we recommend using the latest version of Chrome browser for anything above 1000 lines**

Methods for Entering Data

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- 1) Enter data directly.
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[Download Template](#)

[Upload File](#)





Filing Returns Using E-File Solution

- Businesses
- Accounts
- Business Registration >
- Property Management Company >
- Security
- Reset Pin

File Resid

Taxpayer ID: EIN

System Requirements

Methods for

For a List of

- 1) Enter date
- 2) Copy and
- 3) Download the template spreadsheet with the "Download Template" button. Add data to the spreadsheet and save. Upload the spreadsheet with the "Upload File" button.
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[Arizona Tax Rate Look Up](#)

	Property Owner License	Period End Date (mm/dd/yyyy)	Location Code	No Gross Receipt	Region Code	Business Code	Gross	Tax Rate	Deduction Code 1	Deduction Amt 1	Deduction Code 2	Deduction Amt 2	Deduction Code 3	Deduction Amt 3	Deduction Code 4	Deduction Amt 4	Accounting Credit
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Leave site?

Changes you made may not be saved.





Filing Returns Using E-File Solution

PropManagersFilingTemplate (2) [Protected View] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Protected View This file originated from an Internet location and might be unsafe. Click for more details. [Enable Editing](#)

A1 Property Owner License

	Property Owner License ?	Period End Date (mm/dd/yyyy)	Location Code	No Gross Receipt ?	Region Code	Business Code ?	Gross	Tax Rate ?	Deduction Code 1	Deduction Amt 1	Deduction Code 2	Deduction Amt 2	Deduction Code 3	Deduction Amt 3	Deduction Code 4	Deduction Amt 4	Accounting Credit ?
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Click here to view the "Understanding the PMC E-Filed Consolidated Template" section of this training.



Filing Returns Using E-File Solution

- Businesses
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File Residential Rentals - Property Managers

Taxpayer ID: _____ License: _____ Mailing Address: _____

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Download Template

Upload File



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Validate Data

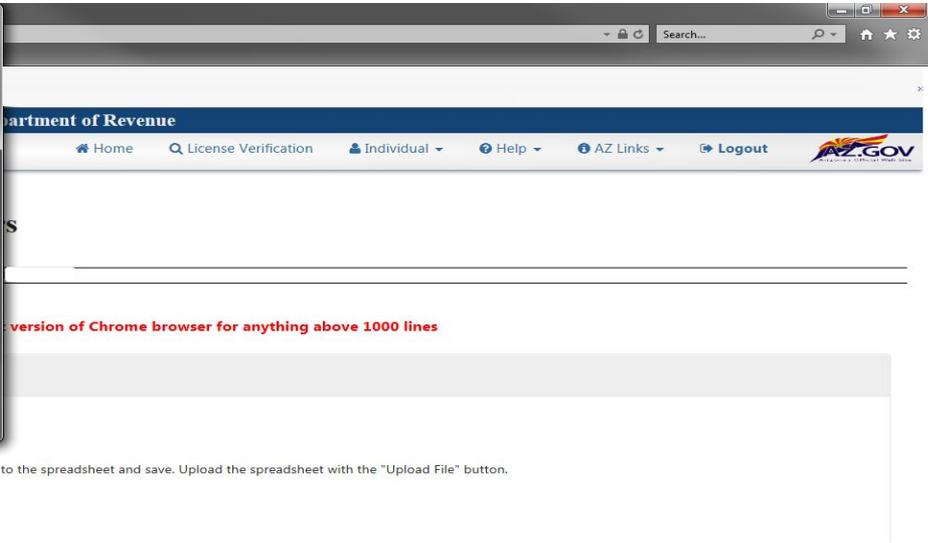
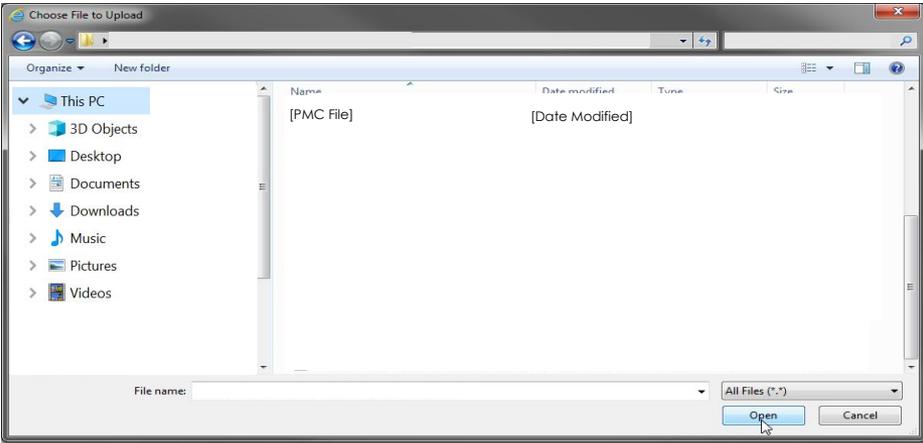
Clear Data

	Property Owner License	Period End Date (mm/dd/yyyy)	Location Code	No Gross Receipt	Region Code	Business Code	Gross	Tax Rate	Deduction Code 1	Deduction Amt 1	Deduction Code 2	Deduction Amt 2	Deduction Code 3	Deduction Amt 3	Deduction Code 4	Deduction Amt 4	Accounting Credit
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Filing Returns Using E-File Solution



- 2) Copy and paste from an existing spreadsheet.
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	Property Owner License	Period End Date (mm/dd/yyyy)	Location Code	No Gross Receipt	Region Code	Business Code	Gross	Tax Rate	Deduction Code 1	Deduction Amt 1	Deduction Code 2	Deduction Amt 2	Deduction Code 3	Deduction Amt 3	Deduction Code 4	Deduction Amt 4	Accounting Credit
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3																	
4																	





Filing Returns Using E-File Solution

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File Residential Rentals - Property Managers

Taxpayer ID: License: Mailing Address:

System Requirement: For optimal performance, we recommend using the latest version of Chrome browser for anything above 1000 lines

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Download Template

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- Location code is not required for non-city regions.
- Click here for tutorials on filing and paying as a PMC.

[Click here for more information on this screen.](#)



Validate Data

Clear Data

	Property Owner License	Period End Date (mm/dd/yyyy)	Location Code	No Gross Receipt	Region Code	Business Code	Gross	Tax Rate	Deduction Code 1	Deduction Amt 1	Deduction Code 2	Deduction Amt 2	Deduction Code 3	Deduction Amt 3	Deduction Code 4	Deduction Amt 4	Accounting Credit
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Filing Returns Using E-File Solution

State of Arizona Department of Revenue

www.aztaxes.gov Current use Home License Verification Individual Help AZ Links Logout AZ.GOV

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File Residential Rentals Review and Submit - Property Managers

Taxpayer ID: EIN License: Mailing Address: 1

The financial effects of submitting Property Owner's TPT return(s) are listed below.

- Click Back to review information entered on previous page.
- Please verify that all of the information that was entered on the return is correct before submitting.
- Enter E-Signature PIN number and click Submit to proceed.

Show 10 entries Search:

Property Owner License	Period End Date	Total Gross Amount	Total Deductions	Net Taxable	City Excess Tax	State Excess Tax	Fully Paid And Timely Filed Credit	State Excess Accounting Credit	Total Tax Due			
[PO License Number]	[Period End Date]	[Total Gross Amount]	[Total Deductions]	[Net Taxable]	[City Excess Tax]	[State Excess Tax]	[Fully Paid/Timely Filed Credit]	[State Excess Accounting Credit]	[Tax Due]			
Location	Region Code	Business Code	Gross	Deduction Code 1	Deduction Amount 1	Deduction Code 2	Deduction Amount 2	Deduction Code 3	Deduction Amount 3	Deduction Code 4	Deduction Amount 4	Accounting Credit
[Location Code]	[Region Code]	[Business Code]	[Gross]	[Deduction Code]	[Deduction Amt]	[Deduction Code]	[Deduction Amt]					[Accounting Credit]
[Location Code]	[Region Code]	[Business Code]	[Gross]	[Deduction Code]	[Deduction Amt]	[Deduction Code]	[Deduction Amt]					[Accounting Credit]
[PO License Number]	[Period End Date]	[Total Gross Amount]	[Total Deductions]	[Net Taxable]	[City Excess Tax]	[State Excess Tax]	[Fully Paid/Timely Filed Credit]	[State Excess Accounting Credit]	[Tax Due]			

Showing 1 to 2 of 2 entries Previous 1 Next

E-Signature PIN * (Reset Pin) [*****]

Back Submit





Filing Returns Using E-File Solution

Businesses

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Reset Pin

File Residential Rentals Confirmation Page - Property Managers

Taxpayer ID:

Mailing Address:

- To make a payment at this time, please click the **Make Payment** button.
- To make a payment later, click the **Pay Outstanding Liabilities** options on the left menu.
- Please print this document for your personal records. [Click here to print.](#)

Show 5 entries

Search:

Property Owner License	Period End Date	Total Tax Due	Confirmation #
[Property Owner License Number]	[Period End Date]	[Total Tax Due]	[Confirmation #]
[Property Owner License Number]	[Period End Date]	[Total Tax Due]	[Confirmation #]

Showing 1 to 2 of 2 entries

Previous 1 Next

Make a Payment

- The Return(s) has been electronically filed. To view the filing history, click the "Filing History" link on the Account Maintenance Page.
- Should you have questions concerning this transaction, please [Contact Us](#).





Filing Returns Using E-File Solution

	A	B	C	D	E	F	G	H	I	J	R	S	T
1	Property Owner License	Period End Date (mm/dd/yyyy)	Location Code	Location Address	No Gross	Region Code	Business Code	Gross	Tax Rate	Deduction	Accounting Credit	Confirmation #	
2	#####	mm/dd/yyyy	1	1600 W Monroe		PX		45 \$\$\$.\$	2.5			[Confirmation #]	
3													
4													

CSV file will contain a consolidated list of everything that was just filed. CSV file will include:

- PO License Number
- Period End Date
- Location Code
- Location Address - this is the location address associated with the location code as it shows in your license profile
- All return data
- Tax Rate
- Confirmation number
 - If one license has multiple locations, each location will show on its own line. All of these locations (associated with the same license) will display the same confirmation number.
 - If filing for multiple licenses, each license will show on its own line. Each license will have its own confirmation number.





Filing Returns Using E-File Solution

State of Arizona Department of Revenue

www.aztaxes.gov Current user: Home License Verification Individual Help AZ Links Logout AZ GOV

File Residential Rentals Confirmation Page - Property Managers

Taxpayer ID: _____ Mailing Address: 1 _____

Show 10 entries Filter: _____

Property Owner License	Period End Date	Total Tax Due	Confirmation #

Showing 1 to 1 of 1 entries Previous 1 Next

[Make a Payment](#)

- The Return(s) has been electronically filed. To view the filing history, click the "Filing History" link on the Account Maintenance Page.
- Should you have questions concerning this transaction, please [Contact Us](#).

Tell us what you think! In an effort to maximize your AZ Taxes experience, ADOR would like to hear your comments, feedback, and suggestions. Please click [here](#) to complete a short survey.



Filing Returns Using E-File Solution

	A	B	C	D	E	F	G	H	I	J	R	S	T
1	Property Owner License	Period End Date (mm/dd/yyyy)	Location Code	Location Address	No Gross	Region Code	Business Code	Gross	Tax Rate	Deduction	Accounting Credit	Confirmation #	
2	#####	mm/dd/yyyy	1	1600 W Monroe		PX	45	\$\$\$.\$\$	2.5			[Confirmation #]	
3													
4													

The exact same CSV file will download if this method is followed.





Filing Returns Using E-File Solution

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Property Management Company Account Maintenance

Taxpayer ID: _____ Mailing Address: _____

- Click Engage New PO button to engage a new property owner.
- PO= Property Owner
- POA= Power of Attorney

Property Owner License List

- Click Action link to access Filing History or to disengage the property owner's account.
- Search by any field (Property Owner License, Legal Business Name, Engagement Date, Disengagement Date or Actions).

Show 5 entries Search:

Property Owner License	Legal Business Name	Engagement Date	Disengagement Date	Actions
[Property Owner License Number]	[Legal Business Name]	[Engagement Date]		Filing History Disengage
[Property Owner License Number]	[Legal Business Name]	[Engagement Date]		Filing History Disengage
[Property Owner License Number]	[Legal Business Name]	[Engagement Date]	[Disengagement Date]	Filing History

Showing 1 to 3 of 3 entries Previous 1 Next



Engage New PO





Filing Returns Using E-File Solution



- Businesses
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PMC Filing History

Taxpayer ID: Mailing Address:

• Search by any field (Property Owner License, Legal Business Name, Period Begin Date, Period End Date, Return Submitted Date or Document Locator Number).

Show All entries

Search:

Property Owner License	Legal Business Name	Period Begin Date	Period End Date	Return Submitted Date	Document Locator Number
[PO License Number]	[Legal Business Name]	[Period Begin Date]	[Period End Date]	[Return Submitted Date]	[Document Locator Number]
[PO License Number]	[Legal Business Name]	[Period Begin Date]	[Period End Date]	[Return Submitted Date]	[Document Locator Number]
[PO License Number]	[Legal Business Name]	[Period Begin Date]	[Period End Date]	[Return Submitted Date]	[Document Locator Number]
[PO License Number]	[Legal Business Name]	[Period Begin Date]	[Period End Date]	[Return Submitted Date]	[Document Locator Number]
[PO License Number]	[Legal Business Name]	[Period Begin Date]	[Period End Date]	[Return Submitted Date]	[Document Locator Number]
[PO License Number]	[Legal Business Name]	[Period Begin Date]	[Period End Date]	[Return Submitted Date]	[Document Locator Number]
[PO License Number]	[Legal Business Name]	[Period Begin Date]	[Period End Date]	[Return Submitted Date]	[Document Locator Number]

Showing 1 to 7 of 7 entries

Previous 1 Next

Go Back



Filing Returns Using E-File Solution

Bulk Upload Filing Solution Highlights:

- It is recommended that PMCs download the spreadsheet template, save it to their computer, and then continually update the saved spreadsheet so it can simply be uploaded when it's time for the PMC to file. This way, you always have a record of your filing.
- Submitting the spreadsheet allows the PMC to file multiple returns at the same time.
- PMCs can file different licenses, periods, locations, regions, and business codes, all within the same consolidated return.
- You cannot use the PMC bulk solution to file amended returns. You must file individual amended returns for each owner.
- Once the spreadsheet is submitted, it cannot be recalled.
- Keep separate spreadsheets for monthly, quarterly, and annual filers. Ensure the license numbers are not duplicated on the spreadsheets.



Congratulations!

You have successfully completed Bulk Upload Filing Solution.

But... what happens when the tax rate changes during the middle of a filing period?





Understanding the PMC E-File Consolidated Template

Understanding the PMC E-File Consolidated Template

Helpful Reminders Before Getting Started:

- The spreadsheet is a way for the PMC to file multiple TPT-2s for different property owners at the same time.
- All information entered on the spreadsheet is the same information that would be entered on a standard TPT-2 return.
- If lines of the spreadsheet display the same license # and period end date, the information would be reported on the same return.
- If a new license number or period end date displays, a new TPT-2 return has begun.





Understanding the PMC E-File Consolidated Template

Businesses
Accounts
Business Registration ▶
Property Management Company ▼
Account Maintenance
File Returns
Payment History
Pay Outstanding Liabilities
Update PO Mailing Address
Security
Reset Pin

Business Details

Taxpayer ID: _____ Primary Address: _____

- Click Property Management Company on left menu or click on Account Maintenance on Account row to access Account Maintenance to Engage/Disengage Property Owner(s).
- Search by any field (Account, Balance or Pending Payment).

Show entries Search:

Account	Status	Balance	Pending Payment	Actions
Property Management LICENSE [LIC # SHOWN HERE]	ACTIVE	N/A	N/A	Account Maintenance

Showing 1 to 1 of 1 entries Previous Next





Understanding the PMC E-File Consolidated Template

- Businesses
- Accounts
- Business Registration >
- Property Management Company >
- Security
- Reset Pin

File Residential Rentals - Property Managers

Taxpayer ID: EIN: License: Mailing Address: _____

System Requirement: For optimal performance, we recommend using the latest version of Chrome browser for anything above 1000 lines

Methods for Entering Data

For a List of valid business codes and deductions codes please click [here](#)

- 1) Enter data directly.
- 2) Copy and paste from an existing spreadsheet.
- 3) Download the template spreadsheet with the "Download Template" button. Add data to the spreadsheet and save. Upload the spreadsheet with the "Upload File" button.
- 4) Each file cannot be more than 5,000 rows.
- 5) Acceptable file formats are CSV (Comma Separated Values) and Excel.

[Download Template](#) [Upload File](#)

- Please do not submit your return more than once. Allow 60 minutes to post.
- Please note: You cannot amend submissions using this upload.
- Click the "Validate Data" button to validate the data. Once all of the data is validated, the Excess Tax Collected - Property Managers screen will display.
- If you leave this page without completing your transaction, your data will not be saved.
- If filing a No Gross Receipt return, only enter the PO License number, the period end date, and Enter Y if filing a No Gross Receipt return.
- Location code is not required for non-city regions.
- Click [here](#) for tutorials on filing and paying as a PMC.

[Validate Data](#) [Clear Data](#) [Arizona Tax Rate Look Up](#)

	Property Owner License	Period End Date (mm/dd/yyyy)	Location Code	No Gross Receipt	Region Code	Business Code	Gross	Tax Rate	Deduction Code 1	Deduction Amt 1	Deduction Code 2	Deduction Amt 2	Deduction Code 3	Deduction Amt 3	Deduction Code 4	Deduction Amt 4	Accounting Credit
1																	
2																	
3																	
4																	
5																	
6																	





Understanding the PMC E-File Consolidated Template

- Businesses
- Accounts
- Business Registration >
- Property Management Company >
- Security
- Reset Pin

File Resid

Taxpayer ID: EIN

System Require

Methods for

For a List of

- 1) Enter date
- 2) Copy and
- 3) Download the template spreadsheet with the "Download Template" button. Add data to the spreadsheet and save. Upload the spreadsheet with the "Upload File" button.
- 4) Each file cannot be more than 5,000 rows.
- 5) Acceptable file formats are CSV (Comma Separated Values) and Excel.

- Please do not submit your return more than once. Allow 60 minutes to post.
- Please note: You cannot amend submissions using this upload.
- Click the "Validate Data" button to validate the data. Once all of the data is validated, the Excess Tax Collected - Property Managers screen will display.
- If you leave this page without completing your transaction, your data will not be saved.
- If filing a No Gross Receipt return, only enter the PO License number, the period end date, and Enter Y if filing a No Gross Receipt return.
- Location code is not required for non-city regions.
- Click here for tutorials on filing and paying as a PMC.

[Arizona Tax Rate Look Up](#)

	Property Owner License	Period End Date (mm/dd/yyyy)	Location Code	No Gross Receipt	Region Code	Business Code	Gross	Tax Rate	Deduction Code 1	Deduction Amt 1	Deduction Code 2	Deduction Amt 2	Deduction Code 3	Deduction Amt 3	Deduction Code 4	Deduction Amt 4	Accounting Credit
1																	
2																	
3																	
4																	
5																	
6																	

Leave site?

Changes you made may not be saved.





Understanding the PMC E-File Consolidated Template

PropManagersFilingTemplate (2) [Protected View] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Protected View This file originated from an Internet location and might be unsafe. Click for more details. [Enable Editing](#)

A1 Property Owner License

	Property Owner License ?	Period End Date (mm/dd/yyyy)	Location Code	No Gross Receipt ?	Region Code	Business Code ?	Gross	Tax Rate ?	Deduction Code 1	Deduction Amt 1	Deduction Code 2	Deduction Amt 2	Deduction Code 3	Deduction Amt 3	Deduction Code 4	Deduction Amt 4	Accounting Credit ?
1																	
2																	
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19																	
20																	



Understanding the PMC E-File Consolidated Template

Period End Date

Period End Date (mm/dd/yyyy)

- The period for which the PMC is filing the return.
- Must be displayed in the format mm/dd/yyyy.
- Use different spreadsheets for different filing frequencies.
 - All monthly filers on one.
 - All quarter filers on a second.
 - All annual filers on a third.
 - All seasonal filers on a fourth.
- PMC's can file returns for multiple periods within the same spreadsheet, as long as they share the same filing frequency and use the last day of the month as the period end date.
 - EX: A PMC filing a monthly return for March 2022 realizes February 2022 was never filed. The period end date for the current return would be 03/31/2022 and for the missing return, it would be 02/28/2022. Both returns can be listed on the same spreadsheet on separate rows.



Understanding the PMC E-File Consolidated Template

Property Owner License

	Property Owner License ?
1	
2	

- Enter the eight digit TPT license number.
- Allows only those licenses that are currently ENGAGED to the PMC.
- To see which POs are currently engaged, select the “PMC-Account Maintenance” menu option.



Understanding the PMC E-File Consolidated Template

Location Code

Location Code

- Three digit code assigned by the Department.
- Must be in the same format as on the TPT license (ex: 001, 002, 003, etc.).
- Only necessary when filing for a city/town region.
 - State/county regions do not require a location code. Leave this field blank.



Understanding the PMC E-File Consolidated Template

No Gross Receipt

No Gross Receipt ?

- Only used if there are no gross receipts to report for the entire return.
- Enter 'Y' into this column if applicable.
 - If applicable - only enter PO license number, period end date, and a 'Y' in this column.
- If not applicable to this return, leave field blank.



Understanding the PMC E-File Consolidated Template

Region Code

Region Code

- The code used to identify the region under which the PO reports.
- Counties are always three letters, cities/towns are always two letters.
- Use [AZTaxes.gov Tax Rate Lookup](http://AZTaxes.gov) Tool or the [Tax Rate Table](#) available on AZDOR.gov if unsure of the applicable region code.



Understanding the PMC E-File Consolidated Template

Business Code

Business Code ?

- The digit code that corresponds to the business activity under which the PO is required to report.
- PMCs may only file for a limited number of codes:
 - 013 - Commercial Lease
 - 213 - Commercial Rental, Leasing, & Licensing for Use
 - 313 - Commercial Lease (Additional Tax)
 - 045 - Residential Rental, Leasing, and Licensing for Use
 - 025 - Transient Lodging
 - 044 - Hotel
 - 144 - Hotel/Motel (Additional Tax)
 - 244 - Extended Stay



Understanding the PMC E-File Consolidated Template

Gross



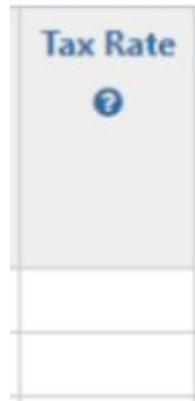
Gross

- Total amount being reported per region, business code, and location.
- Does not include any special characters (EX: \$,).



Understanding the PMC E-File Consolidated Template

Tax Rate



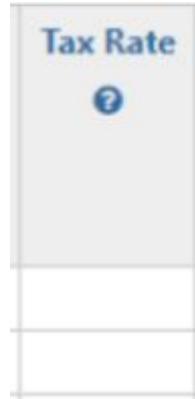
The image shows a vertical rectangular field with a light gray background. At the top, the text "Tax Rate" is displayed in blue. Below the text is a small blue circle containing a white question mark. The field is divided into three horizontal sections by thin lines, with the top section being the largest and containing the text and question mark.

- NOT required for monthly filers.
- Only used by quarterly and annual filers in the event a tax rate changed during a filing period (split rate).
 - If a split rate occurred during the filing period, enter the original tax rate on one line and the new/current tax rate on a separate line.



Understanding the PMC E-File Consolidated Template

Tax Rate



- NOT required for monthly filers
- Only used by quarterly and annual filers in the event a tax rate changed during a filing period (split rate)
 - If a split rate occurred during the filing period, enter the original tax rate on one line and the new/current tax rate on a separate line



Understanding the PMC E-File Consolidated Template

Deduction Code and Deduction Amount

Deduction Code 1	Deduction Amt 1

- Codes used to deduct income exempt or excluded from tax as authorized by the Arizona Revised Statutes or the Model City Tax Code.
- Enter the code in the first column.
- Enter the amount of that deduction in the second column.
- Visit the [Deduction Code List](#) available on AZDOR.gov for a list of all deductions.



Understanding the PMC E-File Consolidated Template

Deduction Codes and Deduction Amounts

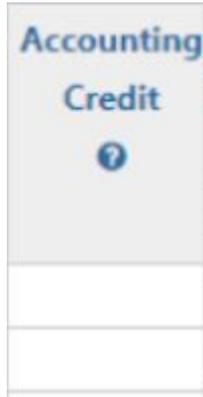
Deduction Code 2	Deduction Amt 2	Deduction Code 3	Deduction Amt 3	Deduction Code 4	Deduction Amt 4

- Use the remainder of these fields to account for any additional deductions.



Understanding the PMC E-File Consolidated Template

Accounting Credit



The image shows a screenshot of a software interface. At the top, the text "Accounting Credit" is displayed in blue. Below this text is a small blue question mark icon. The entire section is enclosed in a light gray border. Below the question mark icon, there are two empty white rectangular boxes, likely for entering data.

- A credit given to timely filers.
- Not all business classifications are eligible for the credit.
- Find the applicable credit rate by viewing the last two columns of the [Tax Rate Table](#) available on AZDOR.gov.
- To find credit amount to enter here, take the net taxable amount and multiply by the credit rate.





Split Rate Calculations for Quarterly and Annual Filers

What is a split rate?

A split rate is when a city/town passes an ordinance to increase/decrease the tax rate in the middle of a quarterly or annual filing period. This requires quarterly/annual taxpayers to use two tax rates when filing returns.

Key Notes:

- Quarterly/annual filers may encounter a rate change in the middle of the filing period.
- Rate change will need to be accounted for during the PMC Bulk Filing Process.
- Split rates DO NOT apply to monthly filers.





Split Rate Calculations for Quarterly and Annual Filers

	Property Owner License ?	Period End Date (mm/dd/yyyy)	Location Code	No Gross Receipt ?	Region Code	Business Code ?	Gross	Tax Rate ?	Deduction Code 1	Deduction Amt 1	Deduction Code 2	Deduction Amt 2	Deduction Code 3	Deduction Amt 3	Deduction Code 4	Deduction Amt 4	Accounting Credit ?
1																	
2																	



- Enter the original tax rate in one row for the corresponding period.
- On a separate row, enter the new/current tax rate for the remaining periods.





Reconciliation Template



Reconciliation Template



- Businesses
- Accounts
- Business Registration
- Property Management Company
- Security
- Reset Pin

File Residential Rentals - Property Managers

Taxpayer ID: License: Mailing Address:

System Requirement: For optimal performance, we recommend using the latest version of Chrome browser for anything above 1000 lines

Methods for Entering Data

For a List of valid business codes and deductions codes please click [here](#)

- 1) Enter data directly.
- 2) Copy and paste from an existing spreadsheet.
- 3) Download the template spreadsheet with the "Download Template" button. Add data to the spreadsheet and save. Upload the spreadsheet with the "Upload File" button.
- 4) Each file cannot be more than 5,000 rows.
- 5) Acceptable file formats are CSV (Comma Separated Values) and Excel.

Download Template

Upload File

- Please do not submit your return more than once. Allow 60 minutes to post.
- Please note: You cannot amend submissions using this upload.
- Click the "Validate Data" button to validate the data. Once all of the data is validated, the Excess Tax Collected - Property Managers screen will display.
- If you leave this page without completing your transaction, your data will not be saved.
- If filing a No Gross Receipt return, only enter the PG License number, the period end date, and Enter Y if filing a No Gross Receipt return.
- Location code is not required for non-city regions.
- Click here for tutorials on filing and paying as a PMC.

Validate Data

Clear Data

	Property Owner License	Period End Date (mm/dd/yyyy)	Location Code	No Gross Receipt	Region Code	Business Code	Gross	Tax Rate	Deduction Code 1	Deduction Amt 1	Deduction Code 2	Deduction Amt 2	Deduction Code 3	Deduction Amt 3	Deduction Code 4	Deduction Amt 4	Accounting Credit
1																	
2																	
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20																	





Reconciliation Template

- Businesses
- Accounts
- Business Registration ▶
- E-Filed Documents ▶
- Property Management Company ▶
- Security**
- Reset Pin

File Residential Rentals Review and Submit - Property Managers

Taxpayer ID: EIN License: Mailing Address:

The financial effects of submitting Property Owner's TPT return(s) are listed below.

- Click Back to review information entered on previous page.
- Please verify that all of the information that was entered on the return is correct before submitting.
- Enter E-Signature PIN number and click Submit to proceed.
- E-File Consolidated Reconciliation Report [Click here](#) to print.
- Click [here](#) for tutorials on filing and paying as a PMC.



Show 10 entries Filter:

Property Owner License	Period End Date	Total Gross Amount	Total Deductions	Net Taxable	City Excess Tax	State Excess Tax	Fully Paid And Timely Filed Credit	State Excess Accounting Credit	Total Tax Due
Showing 1 to 1 of 1 entries Previous 1 Next									

E-Signature PIN * (Reset Pin)





Reconciliation Template

TOTAL									
License	Period End Date	Net Taxable	City Excess	State Excess	State Excess Credit	Accounting Credit	Tax Amount Due		
12345678	12/31/2022	\$ 132.00	\$ 2.00	\$ 12.00	\$ 0.34	\$ 1.00	\$ 144.66		
12345678	11/30/2022	\$ 891.00	\$ 3.00	\$ 12.00	\$ 0.21	\$ 5.00	\$ 900.79		
87654321	09/31/2022	\$ 34.00	\$ 4.00	\$ 54.00	\$ 0.31	\$ 6.00	\$ 85.69		

At the top of the page, there will be a “TOTAL” section containing the following columns:

- License - 8 digits
- Period End Date - mm/dd/yyyy format = PMC keyed value
- Net Taxable = Sum/total of line items tax due
- City Excess = PMC keyed value
- State Excess = PMC keyed value
- State Excess Credit - Rate x state excess - rounded to two decimal points using the standard rounding rules (0.00)
- Accounting Credit = Sum/total of state line items of Accounting Credit(s)
- Tax Amount Due = Sum/total of net taxable + city excess + state excess - (state excess credit + accounting credit)





Reconciliation Template

Following the Total section, there will be a detailed breakdown of what is being submitted.

Property Owner License	Period End Date (mm/dd/yyyy)	Location Code	Location Address		No Gross Receipt
00000001	12/31/2022	1	1233 Your Street	Anytown AZ 01234	N
00000001	11/30/2022	2	1234 Your Street	Anytown AZ 01234	N
00000001	11/30/2022	3	1234 Your Street	Anytown AZ 01234	N
00000021	09/31/2022	4	4321 Your Street	Anytown AZ 01234	N

Region Code	Business Code	Gross	Tax Rate	Deduction Code 1	Deduction Amount 1	Accounting Credit	Line Item Tax Due
AT	45	\$1,000.00	1.5		\$ -	\$ -	\$ 15.00
AT	45	\$1,000.00	1.5	551	\$ 2.00	\$ 2.00	\$ 12.97
AT	45	\$1,000.00	1.5		\$ -	\$ 3.00	\$ 12.00
AT	45	\$1,000.00	1.5		\$ -	\$ -	\$ 15.00





Paying on Behalf of Property Owners Using
[AZTaxes.gov](https://www.aztaxes.gov)

Key Notes for Paying Liabilities:

- Paying a TPT liability is a separate process than filing a return. Both are required to be considered in compliance.
- To ensure payments are applied efficiently and effectively, please file and pay electronically so that payments are not separated from returns.



AZTaxes.gov Payment Due Date:

- The due date for TPT tax payments is the last business day of the month if you are electing to file and pay electronically.
- Must be completed before 5:00 p.m. MST the business day prior to the due date in order for your payment to settle the next business day.
- The settlement date is the date the money is debited from the provided bank account and credited to the Department of Revenue account.

Holidays or Weekends

When the due date falls on a weekend or Arizona holiday, the payment will be due the next business day.





Key Notes for Paying by Check on AZTaxes.gov:

- Ensure Automated Clearing House (ACH) debit block is removed for the bank account provided in order to avoid payment rejection.
- The Department's company ID number is 4866004791.
- Please know charges will apply for payments unauthorized by the banking institution. By submitting this payment, the taxpayer acknowledges that ADOR has been authorized to debit the account and accepts responsibility for any resulting fees.
- ADOR technology permits the use of electronic check, therefore, when making a payment for all licenses in one lump sum, the debit from the account will appear as individual debit transactions.
- ADOR cannot store bank account information via AZTaxes.gov.





Paying on Behalf of Your Property Owner Using AZTaxes.gov

File Residential Rentals Confirmation Page - Property Managers

Taxpayer ID: License: Mailing Address:

- To make payment at this time, please click the Make Payment button.
- To make payment later, click the Pay Outstanding Liabilities option on the left menu.

Show entries Search:

Property Owner License	Period End Date	Total Tax Due	Confirmation #
[PO License Number]	[Period End Date]	[Total Tax Due]	[Confirmation Number]
[PO License Number]	[Period End Date]	[Total Tax Due]	[Confirmation Number]
[PO License Number]	[Period End Date]	[Total Tax Due]	[Confirmation Number]
[PO License Number]	[Period End Date]	[Total Tax Due]	[Confirmation Number]

Showing 1 to 4 of 4 entries Previous Next

Make a Payment



- The Return(s) has been electronically filed. To view the filing history, click the "Filing History" link on the Account Maintenance Page.
- Should you have questions concerning this transaction, please [Contact Us](#).





Paying on Behalf of Your Property Owner Using AZTaxes.gov

PMC Payments

Taxpayer ID: EIN: License: Mailing Address:

- Enter the amount you would like to pay in the Payment column.
- Enter at least one payment amount to make a payment.
- Click the Continue button to proceed with your payment.

DUE DATE FOR TPT TAX PAYMENTS IS THE LAST BUSINESS DAY OF THE MONTH IF YOU ARE ELECTING TO FILE AND PAY ELECTRONICALLY.

You are about to make payment. This is separate from filing. A return is still required by the filing due date.

E-Check: Payments made on AZTaxes must be completed before 5:00pm Mountain Standard Time (MST) the Arizona business day prior to the due date, in order for your payment to settle the next business day. The settlement date is the date the money is debited from your bank account and credited to the Department of Revenue account.

Holidays or Weekends

When the due date falls on a weekend or Arizona holiday, the payment will be due the next Arizona business day. Please enter the following information to create a one-time payment, withdrawn on the date indicated.

Bank Routing Number Enter Bank Routing Number	Bank Account Number Enter Bank Account Number	Bank Account Type Choose Account Type	Settlement Date Enter Settlement Date
---	---	---	---

Use this Bank Account to make TPT payment for all the returns listed below.

Show 10 entries

Property Owner License	Period End Date	Total Tax Due	Payment Amount	Bank Routing Number	Bank Account Number	Bank Account Type	Settlement Date
[PO License Number]	[Period End Date]	[Total Amount Due]					
[PO License Number]	[Period End Date]	[Total Amount Due]					

Showing 1 to 2 of 2 entries

Total Tax Amount: [Total Amount Due]

Will this payment originate from a bank account outside the United States banking system? Yes No

Continue





Paying on Behalf of Your Property Owner Using AZTaxes.gov

Bank Routing Number Bank Account Number Bank Account Type Settlement Date

Use this Bank Account to make TPT payment for all the returns listed below.

Property Owner License	DLN	Period	Total Tax Due	Payment Amount	Bank Routing Number	Bank Account Number	Bank Account Type	Settlement Date
[PO License Number]	[Doc Locator Number]	[Period]	[Total Tax Due]	[Enter Payment Amount]	[Enter Routing Number]	[Enter Account Number]	Savings <input type="text"/>	[Enter Settlement Date]
[PO License Number]	[Doc Locator Number]	[Period]	[Total Tax Due]	[Enter Payment Amount]	[Enter Routing Number]	[Enter Account Number]	Checking <input type="text"/>	[Enter Settlement Date]
[PO License Number]	[Doc Locator Number]	[Period]	[Total Tax Due]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
[PO License Number]	[Doc Locator Number]	[Period]	[Total Tax Due]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Tax Amount:

Will this payment originate from a bank account outside the United States banking system? Yes No

[Continue](#)





Paying on Behalf of Your Property Owner Using AZTaxes.gov



- Businesses
- Accounts
- Business Registration >
- Property Management Company >
- Security
- Reset Pin

PMC Review Payments

Taxpayer ID: EIN: License: Mailing Address:

- Click Back to return to PMC Payments page.
- Review and verify all the payment information before submitting.
- Click the Review And Submit button to proceed with your payment.
- Search by any field (Property Owner License, Period, Total Tax Due, Payment Amount, Bank Routing Number, Bank Account Number, Bank Account Type, or Settlement Date).

Show 5 entries

Search:

Property Owner License	DLN	Period	Total Tax Due	Payment Amount	Bank Routing Number	Bank Account Number	Bank Account Type	Settlement Date
[PO License Number]	[Doc Locator Number]	[Period]	[Total Tax Due]	[Payment Amount]	[Routing Number]	[Account Number]	Checking	[Settlement Date]
[PO License Number]	[Doc Locator Number]	[Period]	[Total Tax Due]	[Payment Amount]	[Routing Number]	[Account Number]	Checking	[Settlement Date]
[PO License Number]	[Doc Locator Number]	[Period]	[Total Tax Due]	[Payment Amount]	[Routing Number]	[Account Number]	Checking	[Settlement Date]

Showing 1 to 3 of 3 entries

Previous 1 Next

Total Payment Amount: [Total Payment Amount]

If you have an Automated Clearing House (ACH) debit block on your bank account, you must inform your bank of the Arizona Department of Revenue's Company ID number to avoid rejection of your payment. The Department's Company ID number is 4868004791. Due to a National Automated Clearing House Association (NACHA) rule change, the Department may be fined for payments that your bank rejects. Please know you will be charged for payments returned as unauthorized by your bank. By submitting this payment, you acknowledge that you have authorized the Department of Revenue to debit your account, and you accept responsibility for any resulting fees.

Back Continue





Paying on Behalf of Your Property Owner Using AZTaxes.gov

State of Arizona Department of Revenue

WELCOME TO AZTaxes.gov Current user: [User Name]

Business Verification Individual Help AZ Links Logout

PMC Review Payments

Taxpayer I

- Click Back to return to PMC Payments page.
- Review and verify all the payment information before submitting.
- Click the Review And Submit button to proceed with your payment.
- Search by any field (Property Owner License, Period, Total Tax Due, Payment Amount, Bank Routing Number, Bank Account Number, Bank Account Type, or Settlement Date).

Show 5 entries

Property Owner License	DLN	Period	Total Tax Due	Payment Amount	Bank Routing Number	Bank Account Number	Bank Account Type	Settlement Date

Showing 1 to 3 of 3 entries

Total Payment Amount:

If you have an Automated Clearing House (ACH) debit block on your bank account, you must inform your bank of the Arizona Department of Revenue's Company ID number to avoid rejection of your payment. The Department's Company ID number is 4866004791. Due to a National Automated Clearing House Association (NACHA) rule change, the Department may be fined for payments that your bank rejects. Please know you will be charged for payments returned as unauthorized by your bank. By submitting this payment, you acknowledge that you have authorized the Department of Revenue to debit your account, and you accept responsibility for any resulting fees.

Back Continue

You are about to submit a payment totaling of \$ [Amount]. 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 cancelled after scheduled payment date.

Cancel OK





Paying on Behalf of Your Property Owner Using AZTaxes.gov

- Businesses
- Accounts
- Business Registration >
- Property Management Company >
- Security
- Reset Pin

PMC Payment Confirmation

Taxpayer ID: License: Mailing Address:

Thank you for making this payment. Please ensure that a return has been filed for this period. A Tax return must be filed for your payment to reconcile.

- Please print this document for your personal records. [Click here to print](#)
- You may cancel your E-Check payment up to one business day before the settlement date below.
- Payments made on AZTaxes must be completed before 5:00pm Mountain Standard Time (MST) the Arizona business day prior to the due date, in order for your payment to settle the next business day. The settlement date is the date the money is debited from your bank account and credited to the Department of Revenue account.

Submitted Date :

Total Payments made: \$

Show entries Search:

Return DLN	Property Owner License	Period	Total Tax Due	Payment Amount	Settlement Date	Payment Confirmation #
[Doc Locator Number]	[PO License Number]	[Period]	[Total Tax Due]	[Payment Amount]	[Settlement Date]	[Confirmation #]
[Doc Locator Number]	[PO License Number]	[Period]	[Total Tax Due]	[Payment Amount]	[Settlement Date]	[Confirmation #]
[Doc Locator Number]	[PO License Number]	[Period]	[Total Tax Due]	[Payment Amount]	[Settlement Date]	[Confirmation #]

Showing 1 to 3 of 3 entries Previous Next

Should you have questions concerning this transaction, please [Contact Us](#).





Paying on Behalf of Your Property Owner Using AZTaxes.gov

- Businesses
- Accounts
- Business Registration ▶
- Property Management Company ▼
 - Account Maintenance
 - File Returns
 - Payment History** ←
 - Pay Outstanding Liabilities
 - Update PO Mailing Address
- Security
- Reset Pin

PMC Payment Confirmation

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Submitted Date: [Date & Time Submitted]

Show entries Search:

Return DLN	Property Owner License	Period	Total Tax Due	Payment Amount	Settlement Date	Payment Confirmation #
[Doc Locator Number]	[PO License Number]	[Period]	[Total Tax Due]	[Payment Amount]	[Settlement Date]	[Confirmation #]
[Doc Locator Number]	[PO License Number]	[Period]	[Total Tax Due]	[Payment Amount]	[Settlement Date]	[Confirmation #]
[Doc Locator Number]	[PO License Number]	[Period]	[Total Tax Due]	[Payment Amount]	[Settlement Date]	[Confirmation #]

Showing 1 to 3 of 3 entries Previous Next

Should you have questions concerning this transaction, please [Contact Us](#).





Paying on Behalf of Your Property Owner Using AZTaxes.gov

Taxpayer ID: _____ Primary Address: _____

• Below is a listing of all payments made on AZTaxes.gov.
Any unprocessed payments can be cancelled before 5pm(MST) on the business day prior to the requested scheduled payment date you previously submitted. Once a payment has processed, it cannot be cancelled. For any additional questions, please contact Customer Care at (602) 255-3381

Show 5 entries

Search:

	Confirmation #	Payment Locator #	Payment Date	Payment Method	Amount	Status	Cancel
<input type="checkbox"/>	[Confirmation #]	[Payment Locator #]	[Payment Date]	[Payment Method]	[Amount]	Processed	<input type="checkbox"/>
<input type="checkbox"/>	[Confirmation #]	[Payment Locator #]	[Payment Date]	[Payment Method]	[Amount]	Processed	<input type="checkbox"/>
<input type="checkbox"/>	[Confirmation #]	[Payment Locator #]	[Payment Date]	[Payment Method]	[Amount]	Processed	<input type="checkbox"/>
<input type="checkbox"/>	[Confirmation #]	[Payment Locator #]	[Payment Date]	[Payment Method]	[Amount]	Processed	<input type="checkbox"/>

Previous 1 Next

Cancel Selected Payments





Paying on Behalf of Your Property Owner Using AZTaxes.gov

PMC Payment History

Taxpayer ID: EIN: Primary Address:

• Below is a listing of all payments made on AZTaxes.gov.
Any unprocessed payments can be cancelled before 5pm(MST) on the business day prior to the requested scheduled payment date you previously submitted. Once a payment has processed, it cannot be cancelled. For any additional questions, please contact Customer Care at (602) 255-3381.

Show entries Search:

Confirmation #	Payment Locator #	Payment Date	Payment Method	Amount	Status	Cancel
[Confirmation #]	[Payment Locator #]	[Payment Date]	[Payment Method]	[Amount]	Processing	<input type="checkbox"/>

Account	Period Dates	Amount	Bank Account	Creation Date
TPT License: [TPT License #]	[Period Dates]	[Payment Amt]	[Last 4 Digits of Bank Account #]	[Payment Creation Date]





Paying on Behalf of Property Owners by Paper Check

Paying on Behalf of Property Owners by Paper Check

DO's

- One check for each property owner license. Add license number in check memo.
- Include the payment period in the check memo.
 - By month/quarter/annual periods only.
- Checks must be written for one period only.

DON'T's

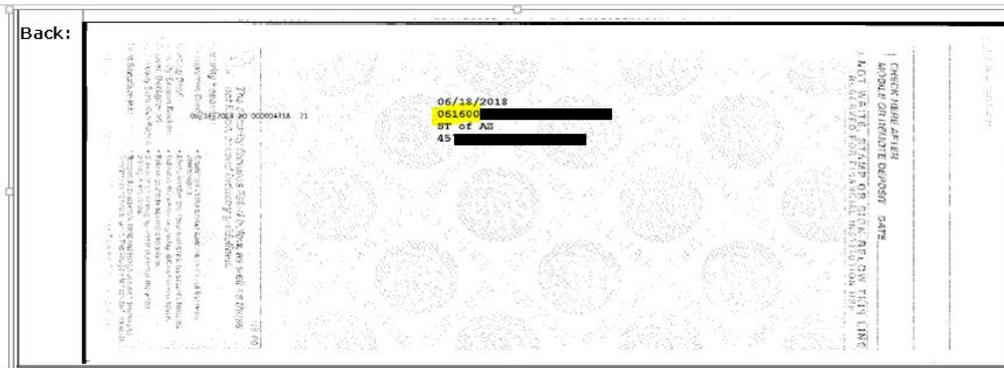
- One check for all properties with a list.
 - ADOR must manually process these payments and make individual transfers for each property owner. This creates delays in processing.
- Checks written out for county/city/location amounts.
- Single checks written for multiple periods, i.e. Jan & Feb or Nov. to Jan.
- Checks endorsed to your Property Management License.



Paying on Behalf of Property Owners by Paper Check

If payment issues arise:

- Verify that the check has been cashed with your bank.
- If yes, obtain an image of the front and back of the check, including a trace number.



Paying on Behalf of Property Owners by Paper Check

- Send correspondence to the Department:
 - Include:
 - Total amount of the check
 - License number
 - Period

Arizona Department of Revenue
Attn: Error Resolution-Locate Payment
PO Box 29216
1600 W. Monroe
Phoenix, Arizona 85038



Paying on Behalf of Property Owners by Paper Check

To ensure your payments are applied efficiently and effectively, the Department strongly encourages PMCs to file and pay electronically so that payments are not separated from returns.

PLEASE NOTE: When mailed to the Department, payments are coming into a payment processing center and correspondence is not read or processed.

Send correspondence separately to:
Arizona Department of Revenue
P.O. Box 29086
Phoenix, AZ 85038



Paying on Behalf of Property Owners by Paper Check

What to include on a check:

Individual property owner license number

Filing frequency and period

- Filing frequency can be monthly/quarterly/annually

Monthly Filers example:

- License: 12345678 – This cannot be your PMC Registration license
- Period: 8/1/2018-08/31/2018

1936

04/15/2018
DATE

PAY TO THE ORDER OF Arizona Department of Revenue \$ 82.00

Eighty two dollars and no 0/100 DOLLARS

Security Features Details on back

FOR March 2018 lic 12345678 Your Signature

⑆000000186⑆ 000000529⑈ 1000



Paying on Behalf of Property Owners by Paper Check

Quarterly filer example

- 1st Quarter: Jan.-Mar. (due in April)
 - 2nd Quarter: Apr.-June (due in July)
 - 3rd Quarter: July-Sept. (due in Oct.)
 - 4th Quarter: Oct.- Dec. (due in Jan.)
-
- Checks and returns are remitted in the month following the quarter end.
-
- Submitting monthly payments/returns on a quarterly account will create processing delays.

1936

04/15/2018
DATE

PAY TO THE ORDER OF Arizona Department of Revenue \$ 82.00

Eighty two dollars and no 0/100 DOLLARS

FOR March 2018 lic 12345678 Your Signature

⑆000000186⑆ 000000529⑆ 1000

Security Features Details on back

Example shows a 1st Quarter payment



Congratulations!

You have successfully completed Paying on Behalf of Your Property Owner by Check.



Resources

Visit AZTaxes.gov:

- Enroll to File & Pay
- Verify a TPT License
- Due Date Calendar
- Logging to AZTaxes Account
- Arizona Tax Rate Look-Up

Visit AZDOR.gov:

- Starting a new business
- Publications
- Forms
- Tax Rate Tables
- Unclaimed Property

For specific questions on taxability, please contact
AskTaxPolicy@azdor.gov

Ensure to include a contact phone number in your email.



Outreach and Education District

If you are interested in other workshops or would like to request a speaker, please visit:

www.azdor.gov/taxpayer-education

**THANK
YOU**

