

How to File and Pay TPT Returns for Property Management Companies

Education & Outreach

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.

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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.



How to use this tutorial

- Click anywhere on a slide to advance to the next slide.
- Presentation notes are available whenever this image appears.
 - $_{\odot}$ 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





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.



<u>Key Notes:</u>

- 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 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.





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.



Welcome to AZTaxes

O 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.



L 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

1 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

III Businesses

ARIZONA

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- 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

Login to AZTaxes 🔊



- 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



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Business User Login







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.

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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 Workbork 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







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	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 <u>Contact Us</u>.



	A	В	С	D	E	F	G	Н		J	R	S	Τ
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 #]	
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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.





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Tell us what you think! In an effort to maximize your A2Taxes experience, ADOR would like to hear your comments, feedback, and suggestions. Please click here to complete a short survey.



	A	В	С	D	E	F	G	Н	1	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 #]	J
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The exact same CSV file will download if this method is followed.



1999/14		State of	Arizona Department of Reven	iue					
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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 <u>Contact Us</u>.



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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

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.


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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.



Property Owner License



- 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.



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.



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.



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 <u>AZTaxes.gov Tax Rate Lookup</u>
 Tool or the <u>Tax Rate Table</u> available on AZDOR.gov if unsure of the applicable region 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
 - o 044 Hotel
 - 144 Hotel/Motel (Additional Tax
 - 244 Extended Stay



<u>Gross</u>

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



Tax Rate	
U	

<u>Tax Rate</u>

- 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.



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<u>Tax Rate</u>

- 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



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 <u>Deduction Code List</u>

available on AZDOR.gov for a list of all deductions.



Deduction Codes and Deduction Amounts

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

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



Accounting Credit



- 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 <u>Tax Rate Table</u> 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.

<u>Key Notes:</u>

- 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.



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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

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Businesses	File Residential Rentals Review and Submit - Property Managers
Accounts	
Business Registration +	Taxpayer ID: EIN: License: Mailing Address:
E-Filed Documents +	The financial effects of submitting Property Owner's TPT return(s) are listed below
Property Management Company >	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.
Security	Enter E-Signature PIN number and click Submit to proceed. E-File Consolidated Reconciliation Report. Click here to print.
Reset Pin	Click <u>here</u> for tutorials on filing and paying as a PMC
	Show 10 v entries Filter:
	Property Owner Total Gross License Period End Date Amount Total Deductions Net Taxable City Excess Tax Tax Credit Accounting Credit Due
	E
	Showing 1 to 1 of 1 entries Previous 1 Next
	E-Signature PIN * (<u>Reset Pin</u>)
	Back Submit





			TOTAL				
License	Period End Date	Net Taxable	City Excess	State Excess	State Excess Credi	AccountingCredi	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 = <u>PMC keyed value</u>
- Net Taxable = Sum/total of line items tax due
- City Excess = <u>PMC keyed value</u>
- State Excess = <u>PMC keyed value</u>
- 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)





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	Locati	on Address	No Gross Receipt
0000001	12/31/2022	1	1233 Your Street	Anytown AZ 01234	N
0000001	11/30/2022	2	1234 Your Street	Anytown AZ 01234	Ν
0000001	11/30/2022	3	1234 Your Street	Anytown AZ 01234	N
00000021	09/31/2022	4	4321 Your Street	Anytown AZ 01234	Ν

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		\$	1.00	\$	73	\$	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		\$	3 7 3	\$	5	\$	15.00





Paying on Behalf of Property Owners Using 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.



File Residential Rentals Confirmation Page - Property Managers

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Tavi	0.01	IOF	ID-
144	uaν	/ei	ID.

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.

License:

Show 5 v entries				Search:
N	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 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.



PMC Payments

Taxpayer ID: EIN:	License:	Mailing Ad	dress:								
Enter the amount you would lik Enter at least one payment an Click the Continue button to pr	te to pay in the Pay ount to make a pay oceed with your pa	ment column. /ment. yment.									
UE DATE FOR TPT TAX PAY	MENTS IS THE LA	AST BUSINESS DAY OF	THE MONTH IF YOU ARE	FLECTING TO FILE AND PA	Y FLECTRONICALLY						
	This is senarate f	rom filing. A return is still r	equired by the filing due dat								
Check: Payments made on A	ZTaxes must be co	mpleted before 5:00pm M	ountain Standard Time (MS	T) the Arizona business day p	prior to the due date, in	order for your payment to	settle the next business day. Th	e settlement date	is the date the money is de	sbited from your bank account and	d credited to the
plidays or Weekends hen the due date falls on a we lease enter the following inform	ekend or Arizona h nation to create a o	ioliday, the payment will be ne-time payment, withdraw	e due the next Arizona busir wn on the date indicated.	iess day.							
Bank Routing Number			Bank Account Number			Bank Account Type			Settlement Date		
Enter Bank Routing Num	Enter Bank Routing Number Enter Bank Account Number			umber		Choose Account Type		V	Enter Settlement Date		
now 10 🗸 entries Property Ow	ner License	Period End Date	🕈 Total Tax Due 🖣	Payment Amount	👙 🛛 Bank R	outing Number	A Bank Account Number	₿a	nk Account Type 🔶	Search:	¢
[PO License Nu	mber]	[Period End Date]	[Total Amount Due]						~]
[PO License Nu	mber]	[Period End Date]	[Total Amount Due]								
lowing 1 to 2 of 2 entries										Previous	s 1 Ne
Stal Tax Amount:	a bank account out	tside the United States ba	nking system? 〇 Yes	>							



Bank Routing Number			Bank Account Number		Bank Account Type		Settlement Date	
					Checking	\checkmark	MM/DD/YYYY	
Use this Bank Account	to make TPT payment for all th	e returns listed below	w.					
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 🔽	[Enter Settlement Date]
[PO License Number]	[Doc Locator Number]	[Period]	[Total Tax Due]	[Enter Payment Amount	[Enter Routing Number]	[Enter Account Number]	Checking	[Enter Settlement Date]
[PO License Number]	[Doc Locator Number]	[Period]	[Total Tax Due]					
[PO License Number]	[Doc Locator Number]	[Period]	[Total Tax Due]					

Total Tax Amount: [Total Tax Amount]

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





Current user				🖨 Home	Q License Verification	🛓 Individual 👻	⊖ Help +	❶ AZ Links ▼	🕞 Logout	AZ.GO
Businesses	PMC Review Payments									
Accounts										
Business Registration	Taxpayer ID: EIN: License:	Mailing Address:								
Property Management Company >	Click Back to return to PMC Payments page.									
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Reset Pin	Show 5 v entries	Trax Due, Payment Amount, Bank Rot	anng Number, Bank Account Number,	Sank Account Type, of Settleme	ni Dale).				Search:	
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	[PO License Number] [Doc Locator N	Number]	[Period] [Total Tax Due]	[Payment Amount]	[Routing Number]	[Account Nun	nber]	Checking	[Settlement Do	ate]

Total Payment Amount: [Total Payment Amount]

where 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 and 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.





		State of Arizona Depart	ment of Revenue						
Taxes. gov Current user:		You are about to submit a payment totaling of \$ If this in payment if this information is incorrect click CANCEL and mak	formation is correct, click OK to submit your	e Verification	🌡 Individual 👻	🛛 Help 👻	🛛 AZ Links 👻	🕩 Logout	AZ.GO
Businesses	DMC Doviow Dovmonts	payment may be cancelled from the Payment History page. A p payment date.	ayment may not be cancelled after scheduled						
	r wie Keview Fayments								
Accounts									
Business Registration .	Taxpayer I		Cancel OK						
Property Management Company +	Click Back to return to PMC Payments page. Review and verify all the neument information before submitting								
Security	Click the Review And Submit button to proceed with your payr Sasto by any field (Pernetty Owner) isassa Paring Total Total	9. nent. v Due Devment Amount, Bank Routing Number, Bank Account Nu	nher Benk Arcount Tune or Sattlement						
Reset Pin	Show 5 v entries		noor, builly looping (1990, or boulding in build).					Search:	
	Property Owner License 🔺 DLN	👙 Period 🗄 Total Tax Du	e ≑ 🛛 Payment Amount 👙 🛛 Bank Routin	ng Number	Bank Account N	imber 🍦	Bank Account Ty	pe 👙 Se	ttlement Date 👙
	Showing 1 to 3 of 3 entries							Pres	rious 1 Next
	Total Payment Amount:								
	[∞] If you have an Automated Clearing House (ACH) debi Automated Clearing House Association (NACHA) rule cha authorized the Department of Revenue to debit your account authorized the Department of Revenue to the Department of Revenue t	t block on your bank account, you must inform your bank of th inge, the Department may be fined for payments that your b nt, and you accept responsibility for any resulting fees.	e Arizona Department of Revenue's Company ID r ink rejects. Please know you will be charged for	number to avoid rej payments returne	jection of your paymer d as unauthorized by	nt. The Departme your bank. By s	nt's Company ID nur ubmitting this paym	nber is 4866004791 ient, you acknowle	l. Due to a National adge that you have





		State of Arizona	Department of Revenue					
Taxes, gov Current user:			# Home	e Q License Verification	🛔 Individual 👻 🌀	Help • O AZ Links •	🕀 Logout	AZ.GOV
Businesses	PMC Payment Confirmat	ion						
Accounts								
Business Registration >	Taxpayer ID: License: 1	Mailing Address:						
Property Management Company >								
Security	Inank you for making this payment. Pla	ease ensure that a return has t	been filed for this period. A T	ax return must be filed	for your paymen	t to reconcile.		
Reset Pin	You may cancel your E-Check payment up to one busines	s day before the settlement date below.	and a second second sector the state of the state of the sector of the sector of the sector of the sector of the		der. The sufficient data is the	to date the second is different from		
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	Submitted Date : Total Payments made: \$							
	Show 5 ventries						Search:	
	Return DLN I Property Owner License	A Period	0 Total Tax Due	Payment Amount	\$ Settlement	Date 🧃	Payment Confir	mation #
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	Showing 1 to 3 of 3 entries						Previou	s 1 Next
	Should you have questions concerning this transaction, please 😡	ntact Us.						



(+**)**

Businesses	PMC Payment Confirm	ation				
Accounts	The Tuyment Commun					
Business Registration 	Taxpayer ID: License:	Mailing Address:				
Property Management Company -	Thank you for making this payment	. Please ensure that a return has be	en filed for this period. A T	ax return must be filed f	or your payment to reco	ncile.
Account Maintenance	Please print this document for your personal records	Click here to print				- Address Real
File Returns	You may cancel your E-Check payment up to one bu	siness day before the settlement date below.				
Payment History	 Payments made on AZTaxes must be completed bef Department of Revenue account 	ore 5:00pm Mountain Standard Time (MST) the Arizona bus	iness day prior to the due date, in order for yo	our payment to settle the next business da	y. The settlement date is the date the mo	oney is debited from your bank account and credited to the
Pay Outstanding Liabilities						
Update PO Mailing Address	Submitted Date [Date & Time Submitted]					
Security	Show 5 v entries					Search:
Reset Pin	Return DLN 🕴 Property Owner Lie	eense Period	🕴 🛛 Total Tax Due	Payment Amount	Settlement Date	Payment Confirmation # ()
	[Doc Locator Number] [PO License Nur	nber] [Period]	[Total Tax Due]	[Payment Amount]	[Settlement Date]	[Confirmation #]
	[Doc Locator Number] [PO License Nur	nber] [Period]	[Total Tax Due]	[Payment Amount]	[Settlement Date]	[Confirmation #]
	[Doc Locator Number] [PO License Nur	nber] [Period]	[Total Tax Due]	[Payment Amount]	[Settlement Date]	[Confirmation #]
	Showing 1 to 3 of 3 entries					Previous 1 Next
	Chauld you have questions spectrum this transaction plan	Context U.S.				





Taxpaye	r ID:	Primary Address:						
Below is a lis Any unproces 602) 255-338	sting of all payments man sed payments can be ca 31 	de on AZTaxes.gov. Incelled before 5pm(MST) on the business day prior to t	he requested scheduled payment date you pr	eviously submitted. Once a payment has proc	essed, it cannot be cancelled. For any	v additional questions	, please contact Customer	Care at
Show 5	✓ entries						Search:	
	Confirmation #	Payment Locator #	Payment Date	Payment Method	Amount	Status	Cancel	
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Đ	[Confirmation #]	[Payment Locator #]	[Payment Date]	[Payment Method]	[Amount]	Processed		
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ŧ	[Confirmation #]	[Payment Locator #]	[Payment Date]	[Payment Method]	[Amount]	Processed		
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Cancel Selected Payments




PMC Payment History

axpayer ID: EIN:	Primary Address:				
w is a listing of all payments aprocessed payments can b 181.	made on AZTaxes.gov. e cancelled before 5pm(MST) on the business day prior to	o the requested scheduled payment date you pr	reviously submitted. Once a payment has proce	ssed, it cannot be cancelled. For any additional	questions, please contact Customer Ca
5 v entries					Search:
* Confirmation #	Payment Locator #	Payment Date	Payment Method	amount Statu	s 🕴 Cancel
[Confirmation #	[Payment Locator #]	[Payment Date]	[Payment Method]	[Amount] Proce	essing
٨	ccount	Period Dates	Amount	Bank Account	Creation Date
-		[Devie of Device]	[Decement A set]		





Paying on Behalf of Property Owners by Paper Check

<u>DO's</u>

- 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.



<u>Do not</u> write checks for your PMC license.

- Writing checks with your property management license will create delays in processing.
- Returns/payments cannot be posted to property management licenses.
- Your property owners' accounts may go unpaid if there is no information as to which property owner licenses need to be paid.





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.





- 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



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



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	
PAY TO THE ORDER OF	Arizona Department of Revenue	\$	82.00
Eigh	ty two dollars and no 0/100	DOL	LARS Di Security Features Details on back
Marc	h 2018 lic 12345678	Your Signatur	e
:0000	100186: 000000529" 1	000	



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.



Example shows a 1st Quarter payment



Congratulations!

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



Return to agenda

Resources

Visit <u>AZTaxes.gov</u>:

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

Visit <u>AZDOR.gov</u>:

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

For specific questions on taxability, please contact <u>AskTaxPolicy@azdor.gov</u>.

Ensure to include a contact phone number in your email.



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

www.azdor.gov/taxpayer-education





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