



## ARIZONA TRANSACTION PRIVILEGE TAX PROCEDURE TPP 19-1

Douglas A. Ducey  
Governor

Carlton Woodruff  
Interim Director

### **ISSUE:**

Pursuant to TPR 19-1, this penalty abatement procedure applies to all property management companies (PMCs) that filed transaction privilege tax (TPT) returns on behalf of property owners for taxable periods starting January 1, 2018 (filed in February 2018)<sup>1</sup> to June 30, 2019 (filed in July 2019) (Applicable Tax Period). This procedure applies only to PMCs registered with the department, currently filing on behalf of property owners and were assessed penalties for late filing or late payment of taxes for the Applicable Tax Period, whether or not those penalties were paid. This procedure does not apply to interest or penalties assessed in relation to registration (license) fees. Interest or penalties imposed on license fees cannot be abated.

All Applicable Tax Periods for each property owner under PMC management must be filed and penalties must have been assessed as shown on a billing statement of the property owner prior to completing this procedure.

This procedure may be followed in cases where penalties assessed under the PMC account for the Applicable Tax Period have been paid.

### **PROCEDURE:**

#### **1. Complete Arizona Form 290 and the PMC Penalty Abatement Client List**

Each PMC utilizing this procedure for penalty abatement should take the following steps:

- Download Arizona Form 290 ([Request for Penalty Abatement](#)) and the [PMC Penalty Abatement Client List template](#), available online at [www.azdor.gov](http://www.azdor.gov);
- Complete Form 290 with the **PMC registration information** as follows:
  - Part 1: List the PMC name and the name, address and telephone number for the PMC point of contact.
  - Part 2: Check “TPT” as the tax type and list the PMC license number.
  - Part 3: Include the following statement:

---

<sup>1</sup> Filed in April 2018 for quarterly filers.

# ARIZONA TRANSACTION PRIVILEGE TAX PROCEDURE

## TPP 19-1

Page 2

THE ATTACHED PROPERTY OWNERS MANAGED BY [NAME OF PMC] QUALIFY FOR PENALTY ABATEMENT PURSUANT TO TPR 19-1.

- Part 4: The PMC point of contact should sign the signature block.
- Complete the PMC Penalty Abatement Client List, providing all required information for each property owner subject to the request.

[A sample of a properly completed Arizona Form 290](#) is available online at [www.azdor.gov](http://www.azdor.gov). In order for the Arizona Department of Revenue to work with your representative (someone other than the PMC), complete and include Arizona Form 285, General Disclosure/Representation Authorization Form. However, **for purposes of this procedure only**, it is not necessary for a PMC to complete Form 285 to request the abatement of penalties.

### 2. Submit the Request to the Department

Submit the completed Arizona Form 290 and PMC Penalty Abatement Client List to the department utilizing one of the following methods:

Mail	Fax	Email
Penalty Review Unit, Division 9 Arizona Department of Revenue 1600 W Monroe St. Phoenix, AZ 85007-2612	(602) 716-6787	PMCDATA@AZDOR.GOV

Applications completed pursuant to this procedure for the Applicable Period will be accepted by the department until September 30, 2019. (NOTE: PMCs actively working with the department to come into compliance with applicable laws may be granted limited time extensions upon review.)

### 3. Confirm

Upon final submission of Form 290 and the PMC Penalty Abatement Client List to the department, a PMC is encouraged to check their account on [www.AZTaxes.gov](http://www.AZTaxes.gov) to determine whether the request has been processed. Please allow six (6) weeks for information to post to accounts. If an update is not posted online after six weeks from the date of submission, please call **(602) 716-RENT** or email [PMCDATA@AZDOR.GOV](mailto:PMCDATA@AZDOR.GOV) to check on the status of the request.

# ARIZONA TRANSACTION PRIVILEGE TAX PROCEDURE

TPP 19-1

Page 3

Grant Nülle, Deputy Director

Signed: May 13, 2019

## **Explanatory Notice**

**The purpose of a tax procedure is to provide procedural guidance to the general public and to department personnel. A tax procedure is a written statement issued by the department to assist in the implementation of tax laws, administrative rules, and tax rulings by delineating procedures to be followed in order to achieve compliance with the law. Relevant statute, case law, or administrative rules, as well as a subsequent procedure, may modify or negate any or all of the provisions of any tax procedure. See GTP 96-1 for more detailed information regarding documents issued by the Department of Revenue.**