

Submitting Arizona Forms A1-R, or A1-APR, and federal Forms W-2, W-2c, W-2G and 1099

Pub 701
Revised:
Jan. 2023

This publication contains information about submitting:

- Arizona Form A1-R or Arizona Form A1-APR, and
- Federal Forms W-2, W-2c, W-2G, and 1099 series.¹

Submit all federal Forms W-2 and federal Forms W-2c that report Arizona wages paid or Arizona income tax withheld.

Submit all federal Forms W-2G and any federal Form 1099 series that report Arizona income tax withheld.

Any federal Form W-2G or federal Form 1099 series NOT reporting Arizona income tax withheld is not required to be submitted to the Arizona Department of Revenue (ADOR).

The due date for the required federal Attachments is the same as the due date for filing Arizona Form A1-R or Arizona Form A1-APR, January 31, of the following calendar year, or the extended due date for filing those returns.

For complete details, refer to the Arizona Revised Statutes (A.R.S.). In case of inconsistency or omission in this publication, the A.R.S. will prevail.

Registering with ADOR

Before submitting return(s) or federal forms, the employer must register its Employer Identification Number (EIN) with ADOR.

- To register, an employer must complete Arizona Form JT-1, available here: <https://azdor.gov/forms/tpt-forms/joint-tax-application-tpt-license>. Form JT-1 may be mailed to the address on the form or it may be completed online at: www.AZTaxes.gov.
- To register online, go to www.AZTaxes.gov, click “Enroll to File and Pay Online” under the “Business” header. Complete the online form as instructed.

Electronic Filing of Withholding Tax Returns

A.R.S. § 43-323(F) requires all withholding returns to be filed electronically for taxable years beginning from and after December 31, 2019, or when the department establishes an electronic filing program.

For 2022, the department currently has **three** methods by which employers may file Form A1-R electronically:

- Bulk File - An employer may register at: <https://efile.aztaxes.gov/AZFSETPortal> [AZ Web File (AZFSET)] to bulk-file its return by uploading a .csv file.
- Data Input/Manual Entry - An employer may register at: <https://aztaxes.gov/Home/Page> (AZTaxes) and use the data input method to submit its return.
- Transmission - Registered transmitters of AZ Web File (AZFSET) can bulk-file using the transmission method.

Form A1-APR may be submitted electronically by:

- Bulk File - An employer may register at: <https://efile.aztaxes.gov/AZFSETPortal> [AZ Web File (AZFSET)] to bulk-file its return by uploading a .csv file.
- Data Input/Manual Entry - An employer may register at: <https://aztaxes.gov/Home/Page> (AZTaxes) and use the data input method to submit its return.

NOTE: For tax periods beginning in 2020 and after, all Arizona Forms A1-R or A1-APR are required to be electronically filed to the department.

Any employer² that is required to file its withholding return electronically and cannot, may request an electronic filing and paying waiver. See Arizona Form 292, Electronic Filing and Payment Waiver Application, available here: <https://azdor.gov/forms/other-forms/electronic-filing-and-payment-waiver-application>.

A waiver is not required if the withholding return cannot be electronically filed for reasons beyond the employer’s control, including situations in which the employer was instructed by the Internal Revenue Service (IRS), or by ADOR, to file by paper.

NOTE: For information on the methods an employer may use to electronically submit its withholding tax returns, please see the instructions for Form A1-APR, or Form A1-R.

Electronic Reporting of federal Forms W-2, W-2c, W-2G and 1099

For calendar year 2022, electronic filing of the required federal Attachments is required. An employer may

from payments to employees, beneficiaries, or payees. Similarly, “employee(s)” includes employees, recipients, beneficiaries, and payees.

¹ Collectively, the “federal Attachments”.

² Arizona law states that all amounts withheld are to be treated as if the withholding was from wages paid to an employee. For ease of reading, “employer(s)” as used in this publication refers to employers and to payers of other nonpayroll payments that withhold Arizona income tax

submit federal Forms W-2, W-2c, W-2G, or 1099 to the department by:

- Logging into AZTaxes at: <https://aztaxes.gov/Home/Page> to use the data input method, or to upload the supported federal forms as a .txt file.
- Logging into AZ Web File (AZFSET) at: <https://aztaxes.gov/Home/Loginazfset> to upload the supported federal forms as a .txt file.
- Registered transmitters of AZ Web File (AZFSET) can bulk-file using the transmission method.
- Employers with a valid federal or Arizona waiver or exemption from electronically filing their returns, or employers submitting unsupported federal Forms may submit the federal information by paper or on a CD, DVD or flash drive (Optical Media). If submitting by Optical Media, see the Section below labeled, “Optical Media Specifications”.

Please contact azwebfilesupport@azdor.gov if you need help electronically submitting your Arizona withholding return or the required federal Attachments.

Electronic File Formatting

For layouts and business rules for electronically submitting supported federal Attachments, click here: <https://azdor.gov/e-services/e-services-w-2-1099>.

Federal Attachments currently supported for electronic filing include:

- Form W-2
- Form W-2c
- Form W-2G
- Form 1099-DIV
- Form 1099-MISC
- Form 1099-R
- Form 1099-S³

The department does not support the electronic filing of all federal forms in the 1099 series. Any federal Attachment required to be submitted to the department that is not listed above cannot be submitted electronically. Those documents must be submitted as a paper document or by Optical Media, attached to Arizona Form A1-T.

Reporting Federal Forms W-2 and W-2c with Arizona wages and/or Arizona income tax withheld

- Optical media Forms W-2 and Forms W-2c submitted to ADOR must conform to the layout provided here: <https://azdor.gov/e-services/e-services-withholding>. While Arizona layouts generally follow the current SSA specifications in Publications 42-007 (federal Form W-2) and 42-014 (federal Form W-2c); exceptions are noted below.
- If only some of the required forms are submitted using optical media, include a statement that the remaining forms will be filed electronically or by paper.
- *Do not file twice for the same individual using different methods.*
- The RV (State Total) Record is optional.
- The RS (State) Record is required for each employee.
- The Arizona state code is 04 in the RS (State) Record.

Reporting federal Forms W-2G and federal Forms 1099 reporting Arizona income tax withheld

- Optical media federal Forms W-2G and supported federal Forms 1099 that report Arizona income tax withheld that are submitted to ADOR must conform to the layout provided here: <https://azdor.gov/e-services/e-services-w-2-1099>. While Arizona layouts generally follow the current IRS specifications in Publication 1220, exceptions are noted below.
- While the IRS allows multiple federal Form types to be in one file, ADOR requires only one federal Form type per file.
- Although Arizona is listed as a participating state in Publication 1220, Arizona requires that a copy of any federal Form 1099 series reporting Arizona income tax withheld be filed directly with ADOR.
- If only some of the required federal Forms are submitted using optical media, include a statement that the remaining forms will be filed electronically or by paper.
- *Do not file twice for the same individual using different filing methods.*
- ADOR requires Payee “B” record for federal Forms W-2G and the supported federal Forms 1099 series if taxes were withheld for Arizona.
- The Arizona state code is 04 in Payee “B” records.

³ Forms 1099-S may be electronically submitted to ADOR by web upload and transmission. Forms 1099-S cannot be submitted to ADOR by manual entry.

Employers granted an exemption from electronically filing Arizona Forms A1-R or A1-APR

An employer granted an exemption from filing its withholding return electronically (Arizona Form A1-R or Arizona Form A1-APR), or directed NOT to file electronically (Arizona Form A1-R or Arizona Form A1-APR) by the IRS or by the department, may submit federal Forms W-2, W-2c, W-2G and 1099 by paper or by optical media.

- Those exempted employers choosing to submit federal Forms by paper, attach the federal Forms to your paper return (Arizona Form A1-R or Arizona Form A1-APR).
- Those exempted employers choosing to submit federal forms by optical media, follow the instructions below under *Optical Media Specifications*.

FILING TIPS

Include All of the Following:

- Arizona withholding tax number. Each wage and information return reportable to Arizona must include the employer or payer's federal Employer Identification Number (EIN). Do not truncate the employer's EIN.
- Full taxpayer identification number. Do not truncate the employees' SSNs on Form(s) W-2 and/or Form(s) 1099. A filer may not truncate a payee's identification number on any forms filed with the IRS or with state or local governments. A filer's identification number may not be truncated on any form.
- The Arizona state code is 04 in the RS (State) Record (EFW2 file) and Payee "B" record (IRS formatted file) that are reportable to Arizona.

Optical Media Specifications

Only the federal Attachments may be filed via optical media. The withholding tax return must be filed electronically or by paper. If filed by paper, the withholding tax return must be sent to the address on the form.

- ADOR will accept ONLY CDs, DVDs or flash drives (Optical Media). Cartridges, reel tapes and floppy disks will NOT be accepted.
- Create the Optical Media using the format for Windows 7 or later operating system.
- Include an external label to identify the employer's name, EIN, calendar year, name and phone number of file preparer, and form(s) included on the Optical Media.
- If the Optical Media is password protected E-mail the password to MediaLibrarian@azdor.gov. Include "Form W-2" or "Form 1099" (or both, whichever applies) in the subject line of the email. Also include the email address from which the password was sent on the label of the Optical Media.
- Secure the Optical Media in a hard case and include it with Form A1-R, Form A1-APR, or Form A1-T⁴.
- ADOR recommends the use of encrypted email when transmitting confidential information electronically.
- Do not submit test media. These are not required and ADOR will not return them.

Please send media to:

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

Please send passwords separately to:

MediaLibrarian@azdor.gov

NOTE: ADOR will not return or copy any media. The federal Forms W-2, W-2c, W-2G, and 1099 are an integral part of the reconciliation process required for the withholding tax return. ADOR is, by law, required to retain these records.

This publication is available in an alternative format upon request.

⁴ Form A1-T is available to all employers that electronically file their Form A1-R or Form A1-APR and did not electronically file the