

AZTaxes Annual Withholding Reconciliation Return Data Entry Instructions

Step	Description
1	Visit <u>https://www.aztaxes.gov/Home/Page</u> . Under 'Businesses,' click 'Login to AZTaxes.' Enter login credentials on the Business User Login screen and click 'Login.' <i>See figures 1 and 2.</i>
2	On the Business List screen, click 'View' on the same row as the business name. See figure 3.
3	On the Business Details screen, in the left menu, click 'File' and then 'Annual Withholding Reconciliation.' See figure 4.
4	Choose the appropriate Tax Year from the provided drop and click 'Continue.' <i>See figures 5 and 6.</i>
5	Enter the appropriate Federal Transmittal Information and Annual Summary of Amounts Reported on [Tax Year] Arizona Form A1-QRT and click 'Continue.' <i>See figure 7.</i>
6	Review the Summary details, if completed by a paid preparer the preparer must enter preparer's EIN or SSN, click 'Submit.' See figure 8.
7	Receive A1-R Arizona Withholding Reconciliation Return confirmation and save the confirmation number. <i>See figure 9.</i>

		State of Arizona Dep	artment of Revenue							
Taxes. gov			*	Home	Q License Verification	🛔 Individual 👻	🛛 Help 👻	0 AZ Links -	 Login 	AZ.GOV
	Welcome to AZTaxes									
	Notifications Motifications Motific	N - If you are licensing for a city that has an addition or and 11, Google Chrome and Mozilla Firefore file.	anal city license fee, the city license fee per locati ax. Any other browsers used on this web applicati ARIZONA OPA IB DO St. 3. 2. 90 V	on may be on will haw	billed to you separately e unexpected results.					
	 Quick Links Make an Individual Payment Make a Transaction Prividege/Use Tax Payment Deful Links Unscheder for a New EIN DES - File Unemployment Tax Return ACA: CCVID-19 Arizona Business Resources DES Unemployment Related to CCVID-19 IRS: Reple First Initiative 	Individuals Autors's My Refund? Cancel a Symmet Tel Individual Income Tex Tel Individual Income Tex Tex My 1039-G S Payroll Service Companies Bulk: File & Pay WTH Returns	Orenotes are are one construction of the and Bay Online every a transaction Privilege users of unconstant Privilege and Use To Deva Det Cellander Logint to A2Tases ◆	es ax	Resources - Completing the TPT-7 Publications - Anzona Licensing Guid Business Tax Description - Frequently Aled Class - Kata Class License - AZ Tax Rate Look Up - Tutorials / YouTube - Vehicle Use Tax Calculu	in AZTaxes de on Codes stions				
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FIGURE 1. Welcome to AZTaxes



AZTaxes Annual Withholding Reconciliation Return Data Entry Instructions

State of Arizona Department of Revenue											
Taxes gov		# Home	Q License Verification	🌲 Individual 👻	⊖ Help →	0 AZ Links 👻	🖲 Login	AZ.GOV			
	Business User Login										
	Login Forgot Your Password? New User Enrollment?										
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FIGURE 2. Business User Login

State of Arizona Department of Revenue											
Current user:					# Home	Q License Verification	👗 Individual 👻	Ø Help →	AZ Links •	🗭 Logout	AZ.GOV
Businesses	Business List										
Business Registration >	Please select a business and click View to view the	a tax accounts for the business. O	nce a business is selected,	you will have access to account in	quiry, account mana	agement, online filing and electroni	c payments.				
E-Filed Documents >	Business Registration Status										
Reset Pin											
	Show 5 v entries									Filter:	
	Business Name		A ID Typ	0	Entity ID		0 Primary Addres		0 A	ctions	0
	(Sample Business Name)		EIN		[Sample EIN]		[Sample Addres	s]		fiew	
	Showing 1 to 1 of 1 entries									Prev	ious 1 Next
		f 💌 in 🛎	8- Privac	y Accessibility	© 2020 Arizona	a Department of Revenue					



State of Arizona Department of Revenue										
Current user:				# Home Q	License Verification	🛔 Individual 👻	🛛 Help 👻	0 AZ Links +	(+ Logout	AZ.GOV
License Renewal	Business Details									
Businesses										
Accounts	Taxpayer ID: EIN: Primary Address:									
File *	Click Account Details to view a financial summary of the account.									
Transaction Privilege and Use Tax Return	Fiter by any field (Account, Balance or Perioing Payment).									
Annual Withholding Reconciliation	Account Opdate									
W-2 and 1099 Entry	Show 5 v entries								Filter:	
Pay +	Account	Status	Balance	Pendi	ing Payment	+ Actions				φ.
Payment History	TRANSACTION PRIVILEGE AND USE TAX	ACTIVE	\$0.0	0	\$0.01	Account Details		Locations	Details	
Messages >	WITHHOLDING	ACTIVE	\$1000.0	0	\$0.00	Account Details				
Business Registration +	Showing 1 to 2 of 2 entries								Previo	us 1 Next
E-Filed TPT Return History										
E-Filed Documents >										
Security										
Reset Pin										
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FIGURE 4. Business Details



AZTaxes Annual Withholding Reconciliation Return Data Entry Instructions

State of Arizona Department of Revenue									
Current user:	# Home Q, License Verification 🎍 Individual - 🛛 Help - 🔀 AZ Links - 🔅 Logout 🎾								
License Renewal	A1-R Arizona Withholding Reconciliation Return								
Businesses									
Accounts	Taspayer1D: Elit Primary Address								
File>	The annual Arizona Withholding Reconciliation Tax Return (A1-R), W-2s and 1099s issued for the year, need to be uploaded to the Arizona Department of Revenue no later than January 31st of the year following the year for which								
Pay +	the report is made. Failure to do so may result in an assessment of penalty pursuant to ARS 42-1125 K								
Payment History	After completing the Form A1-R, Arizona Withholding Reconciliation Return, please click on the following to upload the federal Form W-2s and federal Form 1099s: W-2 File Upload 1099 File Upload								
Messages +	Compared this from a shift years for a first and Addit Sort and a shift years for a first and Addit Sort and a shift years for a first and a shift years for a shift years Sort and a shift years for a shift years for a shift years								
Business Registration +	To share the additional tables by or down as refund, the memories during the share (b) (A-CATC Form AFR 1 date or or before administry 11st of the specified system.								
E-Filed TPT Return History	TaxYor* v								
Security	2019								
Reset Pin									
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FIGURE 5. A1-R Arizona Withholding Reconciliation Return

State of Arizona Department of Revenue									
Current user	#Home Q License Verification 🛓 Individual - 🛛 Help - 🔀 AZ Links - 🕫 Logout 🎾 🖉 🖉								
License Renewal	A1-R Arizona Withholding Reconciliation Return								
Businesses									
Accounts	Tappayer D. EN. Primary Address:								
File >	The annual Arizona Withholding Reconciliation Tax Return (A1-R). W-2s and 1095s issued for the year, need to be uploaded to the Arizona Department of Revenue no later than January 31st of the year following the year for which								
Payx	the report is made. Failure to do so may result in an assessment of penalty pursuant to ARS 42-1125 K								
Payment History	After completing the Form AT-R, Arzona Withholding Reconciliation Return, please click on the following to upload the federal Form W-2s and federal Form 1099s; W-2 File Upload, 1099 File Upload,								
Messages +	Argue Tame A-19 is an infrastructure and infrastructure and an infrastructure and an infrastructure and a								
Business Registration +	To submit additional labelity or dams in feature. If a smerided quarket y introducing task Form (s) AF-QRT. Form Aff is date on or before administration of task Form (s) AF-QRT.								
E-Filed TPT Return History	Ta Yar* 2010 v								
E-Filed Documents >									
Security	Continue								
Reset Pin									
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FIGURE 6. A1-R Arizona Withholding Reconciliation Return continued

State of Arizona Department of Revenue											
Current user:				# Home	Q License Verification	🛎 Individual 👻	⊖ Help +	0 AZ Links 👻	De Logout	AZ.GO	
License Renewal	A1-R Arizona Withholding Reconc	iliation Return									
Businesses											
Accounts	Taxpayer ID: EIN: Primary Address:										
File >	Enter all the necessary information for the Annual Reconciliation return and click	continue.									
Pay+	Federal Transmittal Informa	ation	1								
Payment History	Total Arizona Tax Withheld per federal Forms W-2, W-2C, W-2G and 1020- R	s0.00									
Messages +	Total Arizona wages paid to employees for 2019	8 <u>0.00</u>									
Business Registration +	Total number of employees paid Arizona wages in 2019	0									
E-Filed TPT Return History											
E-Filed Documents >	Total number of federal Form W-2, W-2C, W-2G, and 1099-R submitted	0									
Security	Information Return Penalty	\$0.00									
Reset Pin											
	Annual Summary of Amounts Reported on 201	9 Arizona Forms A1-QRT	1								
	First Quarter	s0.00									
	Second Quarter	s0.00									
	Third Quarter	sb									
	Fourth Quarter	80.00									
	Total Annual Withholding Reported	\$ 0.00									
	Previous Continue										
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FIGURE 7. A1-R Arizona Withholding Reconciliation Return continued





	State of Arizona Department of Revenue							
Current user:		# Home	Q License Verification	🛔 Individual 👻	🛛 Help 👻	0 AZ Links +	(+ Logout	AZ.GOV
License Renewal	A1-R Arizona Withholding Reconciliation Return							
Businesses								
Accounts	Taxpayer ID: EIN: Primary Address:							
File>	Return Confirmation							
Pay +	Your Annual Reconciliation Return has been submitted to the Arizona Department of Revenue.							
Payment History	Your confirmation number is Please have this number available if contacting the Arizona Department of Revenue about this transaction.							
Messages +	to oppose views and/or tower, dois <u>mark</u> For manually data entry W-2s and/or 1000s, click <u>have</u> .							
Business Registration +	Should you have questions concerning this transaction, please Contact Us.							
E-Filed TPT Return History								
E-Filed Documents >								
Security								
Reset Pin								
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FIGURE 9. A1-R Arizona Withholding Reconciliation Return Confirmation