

AZTaxes.gov: Step-By-Step Instructions to Completing the TPT-2 Form

Fact Sheet - Transaction Privilege Tax



June 2025

www.azdor.gov

To file or pay online, a business must be registered in AZTaxes.gov and the business user must have a Username and Password to access the AZTaxes.gov website.

1 Log into AZTaxes.gov

On the AZTaxes.gov home page, click **Login** on the top of the screen or under "Businesses".
Next, enter your Username and Password in the Business Users Login.

2 Business List and Details

The **Business List** page is the main page for your account access once you log into AZTaxes.gov.

Click on the business you would like to access and click **View**. This will grant you access to account inquiry, account management, online filing and electronic payments.

Once you are on the **Business Details** page, you can view **Account Details** — a financial summary of the account and **Location Details**, where you can find your Arizona Department of Revenue assigned location codes.

To file a TPT-2 return click **File** and select **Transaction Privilege and Use Tax Return** on the left side menu.

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 5 entries

Business Name	ID Type	ID Entity	Primary Address	Actions
ANNUAL WITH ACCOUNT	EIN	[REDACTED]	1600 W MONROE PHOENIX, AZ 85007	View / License Renewal
COR ACCOUNT ONLY	EIN	[REDACTED]	1600 W MONROE PHOENIX, AZ 85007	View
TPT AND WITH ACCOUNT	EIN	[REDACTED]	[REDACTED]	View / License Renewal
WITH ACCOUNT	EIN	[REDACTED]	[REDACTED]	View

Showing 1 to 4 of 4 entries

Business Details

TPT AND WITH ACCOUNT

Employee ID: EIN Primary Address [REDACTED]

Click Account Details to view a financial summary of the account.
Search by any field (Account, Balance or Pending Payments).

Account Update

Show 5 entries

Account	Status	Balance	Pending Payment	Actions
TRANSACTION PRIVILEGE AND USE TAX	ACTIVE	\$0.00	\$0.00	Account Details
LICENSE	ACTIVE	\$0.00	\$0.00	Account Details
WITHHOLDING	ACTIVE	\$0.00	\$0.00	Account Details

Showing 1 to 2 of 2 entries

Account Details

TPTACCOUNTS_BAU_COMM

Mailing Address: 1600 W MONROE, PHOENIX, AZ 85007 Account ID: LICENSE [REDACTED] Filing Frequency: MONTHLY

Account Balance: \$0.00

The account details page displays a financial summary for every account period filed with the Arizona Department of Revenue.
Search by any field (Period, Tax Due, Penalty, Interest, Credit, Balance or Pending Payments). Sort the results by clicking on any of the header fields.

Show 5 entries

Period	Tax Due	Penalty	Interest	Credit	Balance	Pending
12/1/2016 - 12/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1/1/2016 - 11/30/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
10/1/2016 - 10/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9/1/2016 - 9/30/2016	\$59.85	\$0.00	\$0.00	\$59.85	\$0.00	
8/1/2016 - 10/31/2016	\$136.00	\$0.00	\$0.00	\$136.00	\$0.00	

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3 File A Return

Select the License number, Year and Month for the return you wish to file. Quarterly filers enter the last month of the quarter; Annual filers enter the last month of the year. You also have the options to file an **Amended** return, a **No Gross Receipt to Report** return and a final return to **Close Your Account**.

Click **Continue** to begin filing the return.

4 Location List: Editing Line Items

A list of all your locations with the department assigned location codes will display. Click **View Line items** for each location to view the region and business codes assigned to that specific location.

You must enter gross income details for at least one location before you can click **Continue**.

If you do not have gross income to report, click **Cancel** and file a **No Gross Receipts** to report return.

5 Line Items In Detail

If the line item already exists, click **Edit** under the **Actions** column.

To delete a single Line Item, click **Delete** under the **Actions** column or to delete all line items, click **Delete All Line Items**.

To report tax on a line item, click **Add Line Item** to enter the new information.

If you add a new line item, you will need to select a Region and Business Description to begin entering your data.

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Region and Business Description

Select a Region will display a drop-down menu that contains all the Cities, Counties and Reservations from whom the department currently collects transaction privilege tax.

Click on your selected region.

In this example, you are adding a new city that is currently not on your profile. Click OK to continue. Next you would click on Select a Business Description.

Select a Business Description will display a drop-down menu that contains all the Business activities for the selected Region code.

Click on your selected business description.

Input the gross amount.

If you have any deductions, proceed to step 7.

If you do not have any deductions, you may skip step 7. Click **Save and Close** and proceed to step 8. You will be directed back to the **Location List** page.

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7 Deductions

To enter deductions, click **Add Deductions**.

A page will display with a list of possible deductions for the region and business description selected.

Select one of the displayed Deduction Code and begin entering your data.

If a specific deduction code is not displayed, you may look for the deduction code through the search field and click "Search Deduction Code".

Once you are finished entering your data, click **Continue** at the bottom of the page.

Once you enter the gross and deduction amounts, the remaining fields will calculate automatically.

Click **Save and Add New Line Item** to add another region and business description.

Click **Save and Close** if this was your last line item to finish filing the return.

After clicking **Save and Close**, you will see a summary of the location you have just edited.

Use the options under the **Actions** column to do any corrections or adjustments as necessary.

Click **Return to Location List** button to go back to the **Location List** page.

Region	Business Description	Gross	Total Deduction	Net Taxable	Total Tax	Credit	Actions
BUCKEYE - BE (City)	RETAIL - 017	\$100.00	\$3.00	\$97.00	\$2.91	\$0.00	Edit / Delete
CHANDLER - CH (City)	RETAIL - 017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Edit / Delete
CHANDLER - CH (City)	RETAIL SALES FOOD FOR HOME CONSUMPTION - 062	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Edit / Delete
CHANDLER - CH (City)	USE TAX - 029	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Edit / Delete
MARICOPA - MAR (COUNTY)	EPH PREPAID WIRELESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Edit / Delete

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8 Location List: Submitting the Return

The **Location List** page will now show a summary of **Total Tax Due** per location.

Click **View Line Items** on another location to add additional line items or to edit that location. (See Step 5)

Click **Continue** once you are done editing all locations.

If the business collected any excess tax, you must enter it on the **Excess Tax** page.

Click **Continue**.

The **View Summary** page displays the financial effect of the TPT-2 return.

To submit the return you must enter the PIN you created when registering for AZTaxes.gov.

Click **Submit** and get a **Return Confirmation**.

You must click Submit to complete the return and for it to be received by ADOR.

The **Return Confirmation** page contains a return confirmation number, which is the DLN (Document Locator Number), the total liability for this return and the option to pay for this return.

Click **Make a Payment** to submit a payment for this return.

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9 Making a Payment

On the **Schedule a Payment** page, you will have the option to use a Credit Card, Debit ACH or E-check to make a payment. The Credit Card payment option will walk you through a standard online process to pay using a credit card.

When the due date falls on a weekend or Arizona holiday, the payment will be due the next Arizona business day. Select a **settlement date**, which is the date that the amount will be taken out of your bank account. E-check requires it to be the next business day or later.

If you have not done so, read the Automated clearing house debit block information and check the box.

Click **Continue** to get **Payment Confirmation**.

If you are paying with an E-check, you have the option to use a checking account or savings account.

You will need the Routing and Account number.

Click **Continue**.

You will get a window prompt informing you of the settlement date. E-check requires it to be the next business day or later.

Click **OK**.

Click **Continue** to get **Payment Confirmation**.

On the **Payment Confirmation** page, there will be a payment Confirmation number, submitted date, payment amount and settlement date.

Schedule a Payment

TPT/ACCOUNTS, BAU, COMM
Taxpayer ID: [REDACTED] Primary Address: 1000 MONROE PHOENIX, AZ 85007

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

ACH Debit or E-Check: Payments made on AZTaxes must be completed before 5:00pm Mountain Standard Time (MST), on 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.

Credit Card: Payments made on AZTaxes must be completed before 5:00pm Mountain Standard Time (MST) and will be credited to your Department of Revenue account the same day. All facilities except license fees can be paid with a credit card.

Settlement Date: 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.

Account: * TRANSACTION PRIVILEGE AND USE TAX: ☒

Note: Period Begin and End Dates must match with your filing frequency

Period Begin Date: * 06/01/2017

Period End Date: * 06/30/2017

Payment Amount (\$): * 31.50

Payment Method: * ☒

Settlement Date: * MM/DD/YYYY

This is a June Estimated Payment: * ☐ Yes ☒ No

☒ 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 480004791. Due to a National Automated Clearing House Association (NACHA) rule change, the Department may be listed for payments that your bank reports. 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.

☐ If payment originates from a bank account outside the United States banking system?

☐ Yes ☒ No

Continue

License Renewal

Businesses

Accounts

File

Pay

Payment History

Messages

Business Registration

E-Filed TPT Return History

E-Filed Documents

Security

Reset Pin

Make a Payment

TPT AND WITH ACCOUNT
Taxpayer ID: [REDACTED] Primary Address: [REDACTED]

You selected the E-Check payment method for a total payment amount of \$19.94

Enter the Bank Routing Number and Bank Account Number from your check, using the example below as a model.

for Taxes Due
123456789 123456789
Routing Number Account Number

*Routing Number: * *Re-enter Routing Number: *

*Account Number: * *Re-enter Account Number: *

Bank Account Type: ☒ Checking

Previous **Continue**

Message from webpage

You are about to submit a payment totaling \$19.94, with an expected settlement date of 05/12/2017. 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.

OK **Cancel**

License Renewal

Businesses

Accounts

File

Pay

Payment History

Messages

Business Registration

E-Filed TPT Return History

E-Filed Documents

Security

Reset Pin

Payment Confirmation

TPT AND WITH ACCOUNT
Taxpayer ID: EIN: [REDACTED] Primary Address: [REDACTED]

Thank you for making this payment, please ensure that a return has been filed for this period as well as your payment to reconcile.

- Please print this document for your personal records. [Click here to print](#)
- Contact Customer Care if you have any questions or concerns about this transaction.
- 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.

Confirmation Number: 123456789

Submitted Date: 5/8/2017 8:23:52 AM

Payment Amount: \$19.94

Settlement Date: 05/12/2017

Previous **Continue**