



# AZTaxes

## Annual Withholding Reconciliation Return Data Entry Instructions

Step	Description
1	Visit <a href="https://www.aztaxes.gov/Home/Page">https://www.aztaxes.gov/Home/Page</a> . 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. <i>See figure 3.</i>
3	On the Business Details screen, in the left menu, click 'File' and then 'Annual Withholding Reconciliation.' <i>See figure 4.</i>
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.' <i>See figure 8.</i>
7	Receive A1-R Arizona Withholding Reconciliation Return confirmation and save the confirmation number. <i>See figure 9.</i>

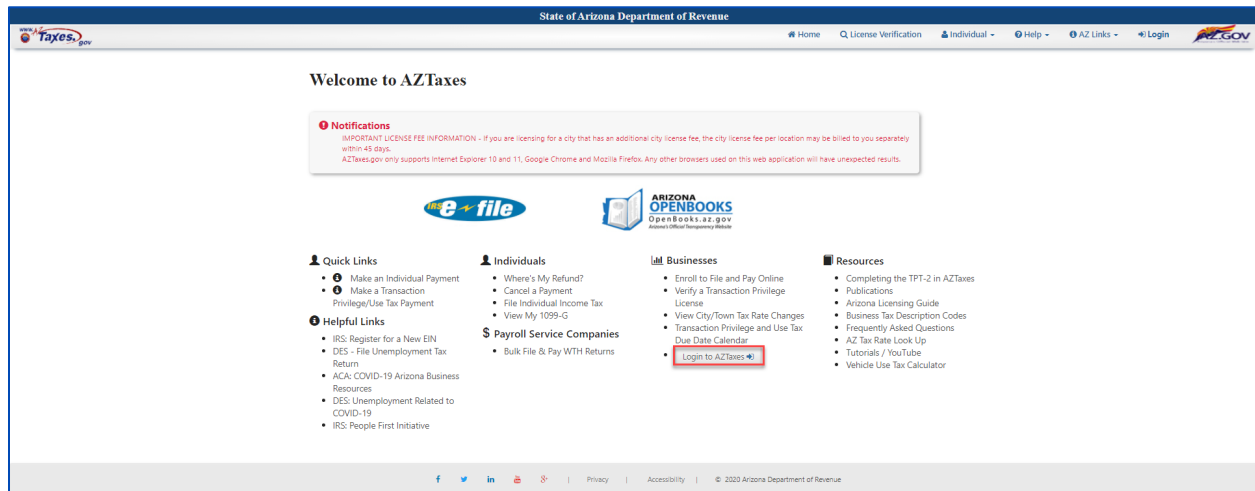



FIGURE 1. Welcome to AZTaxes



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## Annual Withholding Reconciliation Return Data Entry Instructions

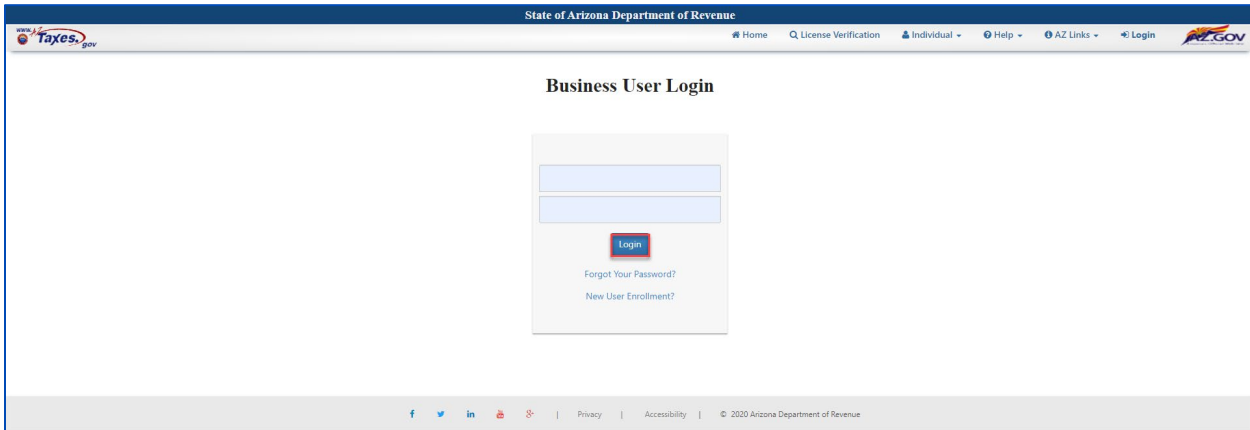


FIGURE 2. Business User Login

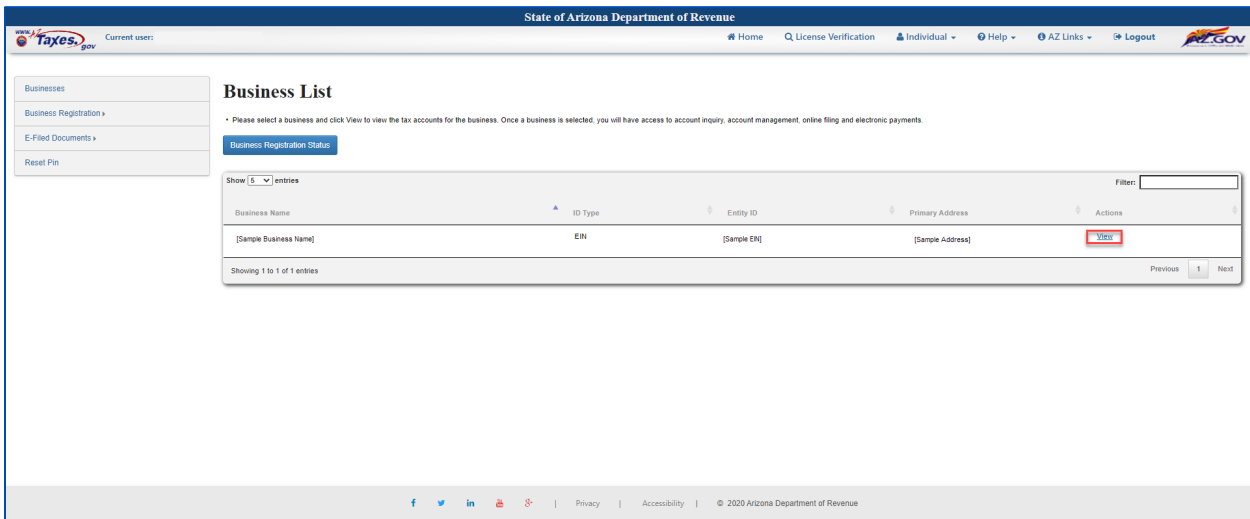


FIGURE 3. Business List

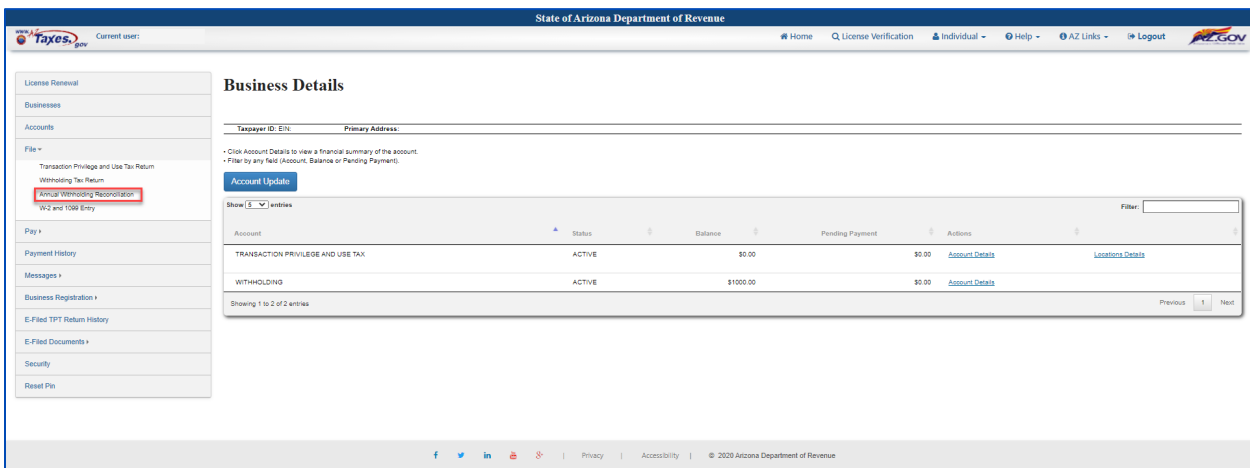



FIGURE 4. Business Details



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## Annual Withholding Reconciliation Return Data Entry Instructions

State of Arizona Department of Revenue

**A1-R Arizona Withholding Reconciliation Return**

Taxpayer ID: EIN \_\_\_\_\_ Primary Address \_\_\_\_\_

**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 the report is made. Failure to do so may result in an assessment of penalty pursuant to ARS 42-1125 K**

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](#)

- Complete this form only if you file Form A1-QRT.
- Arizona Form A-1R is an informational return.
- Do not submit any liability owed or try to claim refunds with this return.
- To submit additional liability or claim a refund, file amended quarterly withholding tax Form (s) A1-QRT.
- Form A1-R is due on or before January 31st of the specified year.

Tax Year \* 2019

FIGURE 5. A1-R Arizona Withholding Reconciliation Return

State of Arizona Department of Revenue

**A1-R Arizona Withholding Reconciliation Return**

Taxpayer ID: EIN \_\_\_\_\_ Primary Address \_\_\_\_\_

**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 the report is made. Failure to do so may result in an assessment of penalty pursuant to ARS 42-1125 K**

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](#)

- Complete this form only if you file Form A1-QRT.
- Arizona Form A-1R is an informational return.
- Do not submit any liability owed or try to claim refunds with this return.
- To submit additional liability or claim a refund, file amended quarterly withholding tax Form (s) A1-QRT.
- Form A1-R is due on or before January 31st of the specified year.

Tax Year \* 2019

**Continue**

FIGURE 6. A1-R Arizona Withholding Reconciliation Return continued

State of Arizona Department of Revenue

**A1-R Arizona Withholding Reconciliation Return**

Taxpayer ID: EIN \_\_\_\_\_ Primary Address \_\_\_\_\_

Enter all the necessary information for the Annual Reconciliation return and click continue.

**Federal Transmittal Information**


Total Arizona Tax Withheld per federal Forms W-2, W-3C, W-2G and 1099-R	\$ <input type="text" value="0.00"/>
Total Arizona wages paid to employees for 2019	\$ <input type="text" value="0.00"/>
Total number of employees paid Arizona wages in 2019	<input type="text" value="0"/>
Total number of federal Form W-2, W-3C, W-2G, and 1099-R submitted	<input type="text" value="0"/>
Information Return Penalty	\$ <input type="text" value="0.00"/>

**Annual Summary of Amounts Reported on 2019 Arizona Forms A1-QRT**

First Quarter	\$ <input type="text" value="0.00"/>
Second Quarter	\$ <input type="text" value="0.00"/>
Third Quarter	\$ <input type="text" value="0.00"/>
Fourth Quarter	\$ <input type="text" value="0.00"/>
<b>Total Annual Withholding Reported</b>	<b>\$ <input type="text" value="0.00"/></b>

Previous
Continue

FIGURE 7. A1-R Arizona Withholding Reconciliation Return continued



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## Annual Withholding Reconciliation Return Data Entry Instructions

**A1-R Arizona Withholding Reconciliation Return**

Taxpayer ID: EIN      Primary Address:

**Must click Submit to complete the return and for it to be received by ADOR**

Summary	
Total Annual Tax Liability	\$0.00
Total Payments	\$0.00

**Paid Preparer's Use Only**

CEIN C/ISIN

[Previous](#)   [Submit](#)

FIGURE 8. A1-R Arizona Withholding Reconciliation Return Summary

**A1-R Arizona Withholding Reconciliation Return**

Taxpayer ID: EIN      Primary Address:

**Return Confirmation**

Your Annual Reconciliation Return has been submitted to the Arizona Department of Revenue.

Please have this number available if contacting the Arizona Department of Revenue about this transaction.

- To upload W-2s and/or 1099s, click [back](#).
- For manually data entry W-2s and/or 1099s, click [back](#).

Should you have questions concerning this transaction, please [Contact Us](#).

Figure 9. A1-R Arizona Withholding Reconciliation Return Confirmation