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WHAT IS HAPPENING?

The Arizona Department of Revenue (“Department”) recently completed enhancements to Arizona Luxury Tax Online (“ALTO”) resulting from the passage of HB 2280 during the 2017 regular legislative session. Notification of the expanded electronic filing and payment requirements in HB 2280 was issued in Luxury Tax Notice (“LTN”) 17-2, available on the Department’s website at www.azdor.gov. The following changes will align ALTO system functionality with the new requirements, with added features to enhance the online experience.

Please read this notification carefully as it contains important information regarding system changes that may impact you.

WHAT NEW FEATURES ARE AVAILABLE?

Overall Enhancements

- Added more text and pop up messaging on the cigarette stamp order form and registration screens to make both processes more intuitive.
- Added a tool tip that appears when users hover over the *NEW License or Account Registration* hyperlink (see below).

<p>Register for ALTO Access</p> <p>Request an ALTO Access Code »</p> <p>Create your Web Logon »</p>	<p>Return Preparation</p> <p>Cigarette Return Test Upload »</p> <p>OTP Return Test Upload »</p> <p>OTP Rebate Test Upload »</p> <p>PACT Report Test Upload »</p> <p>Search for a Retailer ID »</p> <p>Return Upload Lookup Values »</p>	<p>Help & Resources</p> <p>What can I do in ALTO? »</p> <p>Arizona Department of Revenue »</p> <p>Arizona Tobacco Tax Information »</p> <p>ALTO Guides & Tutorials »</p> <p>Arizona Tobacco Tax FAQs »</p>
<p>Licensing & Registration</p> <p>NEW License or Account Registration »</p> <p>CC <small>Click here to: (1) apply for a tobacco distributor license; (2) register as a retailer located on reservation; (3) register to report sales, shipments or transfers of tobacco into Arizona.</small></p>		

Cigarette Stamp Order Form

- Enabled same-day cigarette stamp order pickups.
- Added requirement to allow two hours to process same-day cigarette stamp orders.
- Added e-mail notification to Department staff when cigarette stamp orders are submitted.
- Expanded *Pickup Details* requirement to *Armored Transport Pickup* delivery method.
- Restricted pickup time options to 8:30 am - 4:30 pm to prevent delays and unnecessary scrolling.

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- Added messaging and pop-up notifications in the *Delivery Method* and *Pickup Details* sections to notify customers of the 2-hour pickup requirement for same day orders (see below).

Delivery Method

How would you like to receive your stamp order?

Armored Transport Pickup
 Authorized Rep Pickup
 FedEx Shipment

Allow two hours for cigarette stamp orders to be filled. Orders placed after 2 PM will be available for pick up the next business day.

Pickup Details

What date would you like to pickup your Stamps?

Please select a pick up time between 8:30 am – 4:30 pm.

Orders placed after 2 PM will be available for pick up the next business day.

Earliest available pickup date is 8/25/2017

Tobacco Payments

With the passage of HB 2280, all tobacco payments, including stamp orders and license registration and renewal fees must be submitted electronically through ALTO. As a result, the following changes have been made:

- ALTO now requires electronic payment for cigarette stamp order submissions, unless the system detects a surety bond or bond waiver (for red stamps) on the customer's stamp account.

Bad Check Fee

- Effective August 9, 2017, the bad check fee increased from \$25 to \$50.

A.R.S. § 42-3462(B): Electronic State Reporting Requirement and Federal PACT Reporting

A.R.S. § 42-3462(B) requires any person who ships, sells or transfers cigarettes or roll-your-own tobacco into Arizona to electronically file a report with the Department through ALTO. The Department may consider reports filed pursuant to the federal Prevent All Cigarette Trafficking Act ("PACT Act") as satisfaction of this statutory requirement when filed electronically.

For shipments of cigarettes and roll-your-own tobacco products, the report must contain shipment and delivery information. As a result, the following modifications were made to the PACT Report upload template and manual form in ALTO:

- Configured a new *Delivery Person Information* section in the PACT Report form.
- Added the following new fields to the *Delivery Person Information* section:

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- Shipment Date
 - Name
 - Address
 - City
 - State
 - Zip Code
 - Phone Number
- Modified the PACT Report upload template and manual form to require delivery person/service information for reported transactions with cigarette and roll-your-own product types.

Delivery Person Information

Please provide the following information for the person delivering the shipment to the recipient on your behalf.

Shipment Date

Name

Address

City State Zip

Phone Number

Go to <https://azdor.gov/EServices> to access the latest version of the **Tobacco Tax File Upload Formatting Guide** and download the revised PACT Report upload template. Once the file is prepared, customers can test the results using the *PACT Report Test Upload* function on the ALTO homepage under the *Return Preparation* section.

WHERE CAN I GET MORE INFORMATION OR ASSISTANCE?

If you have any problems accessing ALTO, performing tasks, or need additional information please contact the Tobacco Tax Unit.

Email: Luxurytax@azdor.gov

Phone: (602) 716-7808