



## SYSTEM UPDATE NOTIFICATION

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### WHAT'S HAPPENING?

On the evening of Wednesday, August 17, 2016, The Arizona Department of Revenue updated Arizona Luxury Tax Online ("ALTO") with new upload functionality. Please read this notification carefully as it contains important information regarding system changes that may impact you.

### WHAT NEW FEATURES ARE AVAILABLE?

#### **Other Tobacco Product (OTP) Rebate Requests**

A **NEW** upload file has been developed for OTP rebate requests submitted on ALTO. This enhancement will make it easier to comply with the electronic filing requirement for rebate requests outlined in [LTN 16-02](#). The ***Tobacco Tax File Upload Formatting Guide*** has been updated to include the OTP rebate upload field types, field descriptions, and lookup tables. As with the other file types, the OTP rebate upload file is formatted using Microsoft Excel.

Go to <https://www.azdor.gov/TobaccoEFileProgram/DevelopersInformation.aspx> to access the latest version of the ***Tobacco Tax File Upload Formatting Guide*** and download the OTP rebate template. Once the file is prepared, users can test it using the OTP rebate test upload function on the ALTO homepage <https://luxury.aztaxes.gov> under the Return Preparation section.

#### **Cigarette Rebate Requests**

Don't forget about the ALTO **auto-fill feature** for cigarette rebate requests enabled in June 2016. Users can auto-fill rebate requests with data submitted on a previously filed cigarette return by selecting the filing period.

**By using either feature, users assume full responsibility for the accuracy of information submitted on their requests.**

### 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](mailto:Luxurytax@azdor.gov)

Phone: (602) 716-7808