



## SYSTEM UPDATE NOTIFICATION

---

### WHAT'S HAPPENING?

As a result of feedback from tobacco distributors, modifications have been made to the **Other Tobacco Product (OTP) Rebate Request** upload file and manual input form. These changes are scheduled to be deployed on the evening of Wednesday, October 26, 2016. 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 Request**

In August 2016, the Arizona Department of Revenue (Department) issued an Arizona Luxury Tax Online (ALTO) System Update Notification to advise ALTO customers of a “new” other tobacco product (OTP) rebate upload file. The file allowed users to input and upload OTP rebate information based on **enrolled member and nonmember sales** by product type.

Due to expressed difficulty in obtaining enrolled member/nonmember information, the Department has modified the upload file and manual entry form to accept enrolled member (not required) and total (required field) sales by product type. This change has the following benefits:

- Taxpayers in receipt of a completed Retailer’s Report of Other Tobacco Products Sold (AZ Form 845-OTP), are now able to input **enrolled member** and **total sales** by product type. ALTO will automatically calculate the nonmember sales by OTP product type.
- Taxpayers who are unable to obtain a completed AZ Form 845-OTP can enter **total sales ONLY** by OTP product type. ALTO will utilize the retailer’s current allocation ratio to split the sales into the proper enrolled member/nonmember category by OTP product type.

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.

### 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