

Arizona Department of Revenue

Applying for a TPT License



1 Setup Your AZTaxes.gov Account:

1. Click on "Enroll to File and Pay Online" under Businesses.
2. Read the information listed on the User Account Registration Welcome page and click "Continue".
3. Complete the required fields annotated with a red asterisk.
4. Read the Terms of Use policy and check the acceptance box and click "Register".
5. You will receive two emails from noreply@azdor.gov. The first e-mail will contain your username, and the second will provide a temporary password. If you do not find these emails in your inbox, please check your spam folder. This password expires after 24 hours. If you cannot locate either or both of these emails, please call the Arizona Department of Revenue (ADOR) toll-free at 800-352-4090.

2 Setup Your E-Signature PIN:

1. Log into AZTaxes.gov using the username and temporary password provided in the email.
2. Change your temporary password to a password of your choice. The password must contain at least one number, one letter, one special character and must be 8 to 16 characters long.
3. After logging in using your personal password, you will be asked to answer four security questions. Make sure you remember your answers or write them down as you will not be able to recall them at a later date. Then click on "Submit Answers".

3 Complete the Application:

1. Next a window will prompt you to apply for a new business. Click "Apply Now" next to "Apply for a transaction privilege/use tax license".
2. Read the information and click "Continue".
3. Ensure you gather all the information you need before starting and click "Continue".
4. Enter in the information as requested and click "Save and Continue" for each screen your complete.
5. On the Fee Summary page, review the fees applicable and click "Continue". Fees are due when the license application is submitted.
6. Enter payment information and click "Save and Continue".
7. Review the summary, enter your E-PIN and click "Submit".
8. Once completed a confirmation number and application status will appear.
9. To receive the license number sooner than 24-48 hour, please call the License Compliance at (602) 716-6181.

You can also download and complete the Joint Tax Applications (JT-1) from our website to mail or delivery to ADOR with all applicable fees.

Arizona Department of Revenue License Compliance Program



Please note it will take time to process an application. Thus, we encourage taxpayers to arrive at least 45 minutes prior to closing. We strongly encourage taxpayers to use our online services via AZTaxes.gov for easier filing and faster processing. For instances when this is not an option, please download and complete the fillable form and submit to address on the application.

License Types:

Transaction Privilege Tax (TPT): Anyone engaging in a business taxable under the TPT statutes.

TPT for cities only: License is needed if your business activity is subject to city TPT only which is collected by the state, *but* the activity is not taxed at the state level.

Filing Frequency:

Annual: Less than \$2,000 estimated annual combined tax liability

Quarterly: \$2,000 - \$8,000 estimated annual combined tax liability

Monthly: More than \$8,000 estimated annual combined tax liability

Seasonal: 8 months or less



State/county and city business codes, region codes and tax rates:

azdor.gov/transaction-privilege-tax/tax-rate-table



Understand TPT licensing and requirements:

azdor.gov/transaction-privilege-tax/tpt-license



Need additional support? Attend a Business Tax Basics Workshop in person or online:


azdor.gov/taxpayer-education/upcoming-events



Transaction privilege tax tutorials and step-by-step instructions:

azdor.gov/taxpayer-education/tpt-tutorials

CONTACT US

 (602) 716-6181

 LicenseCompliance@azdor.gov

Monday through Friday
8 a.m. to 5 p.m.



Register your business to file and pay taxes online at AZTaxes.gov. You are able to apply for a new license, make changes to an existing license, file and pay your TPT faster.