



# AZTaxes

## Quarterly Withholding 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 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	In the left menu, click 'File' and 'Withholding Tax Return.' <i>See figure 4</i>
4	On the File A Quarterly Withholding Return screen; Select the appropriate year from the Year dropdown. Select the appropriate quarter from the Quarter dropdown. Select the appropriate liability schedule from the Liability schedule dropdown. If the account is to be closed, click 'Yes'. Otherwise, leave 'No' selected. Click 'Continue.' If 'Yes' is selected, choose a Reason for closing account from the provided dropdown. <i>See figures 5 and 6</i>
5	Enter the appropriate Quarterly Tax Liability and click 'Continue.' <i>See figure 7</i>
6	Enter the Prior Payments/Credits (for this Quarter), Total Arizona Payroll (for this Quarter), and Total Number of Arizona Employees (for this Quarter) and click 'Continue.' <i>See figure 8</i>
7	Review the Liabilities and Payments information. If completed by a paid preparer the preparer must enter preparer's EIN or SSN, click 'Submit.' <i>See figure 9</i>
8	Receive File A Quarterly Withholding Return – Confirmation and save the confirmation number. <i>See figure 10</i>

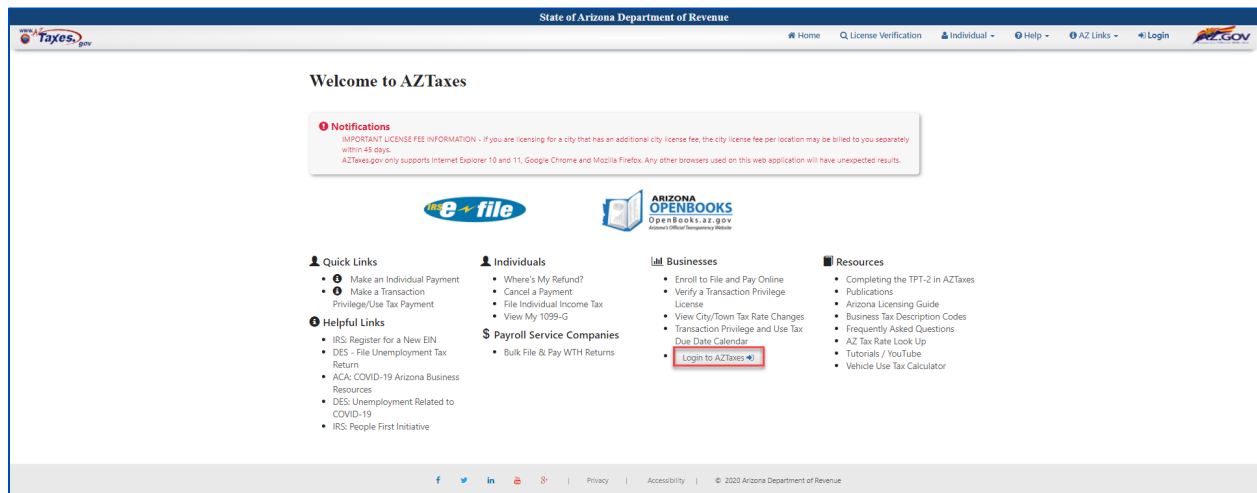


FIGURE 1. Welcome to AZTaxes



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## Quarterly Withholding Return Data Entry Instructions

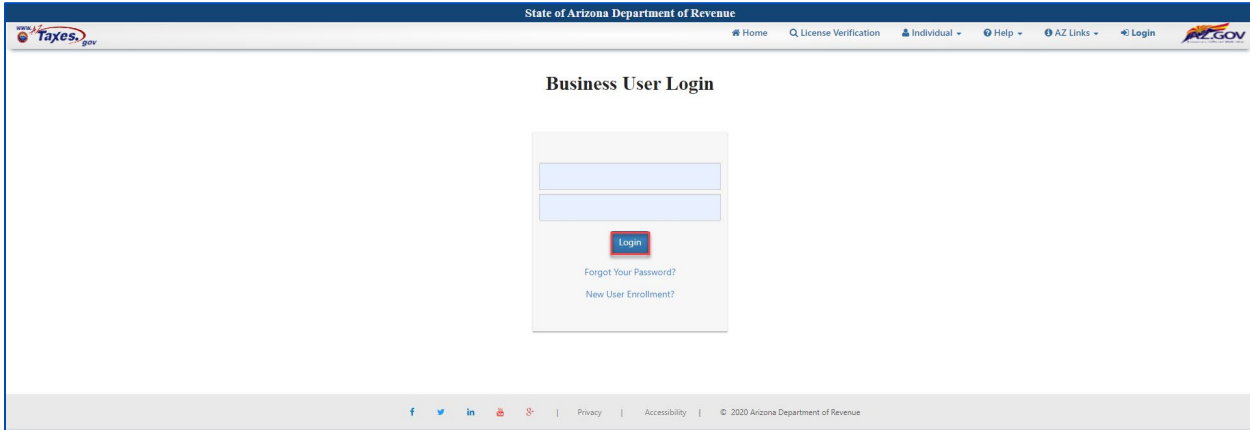


FIGURE 2. Business User Login

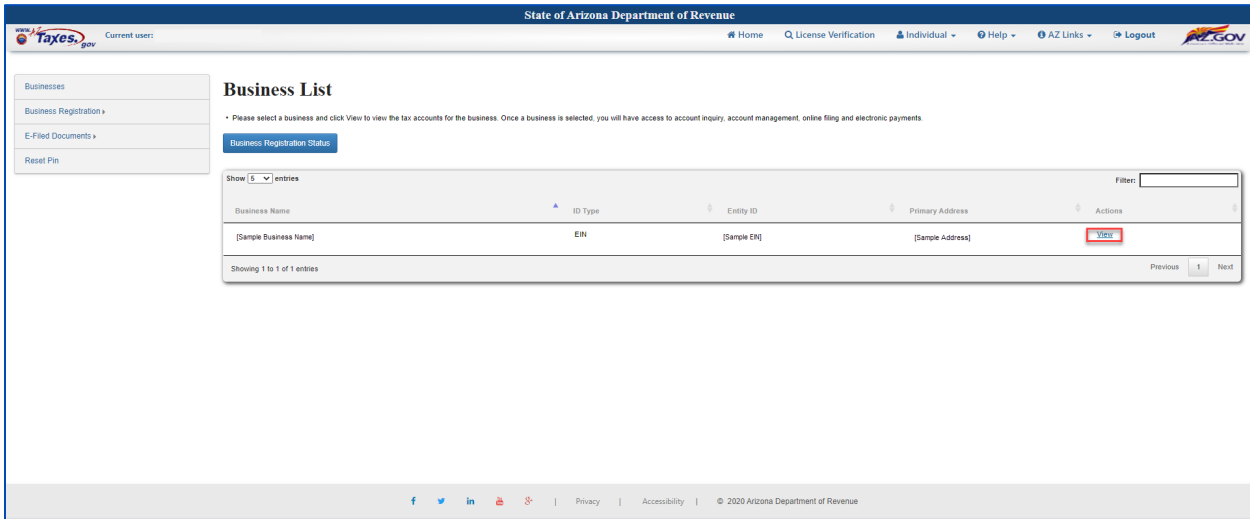


FIGURE 3. Business List

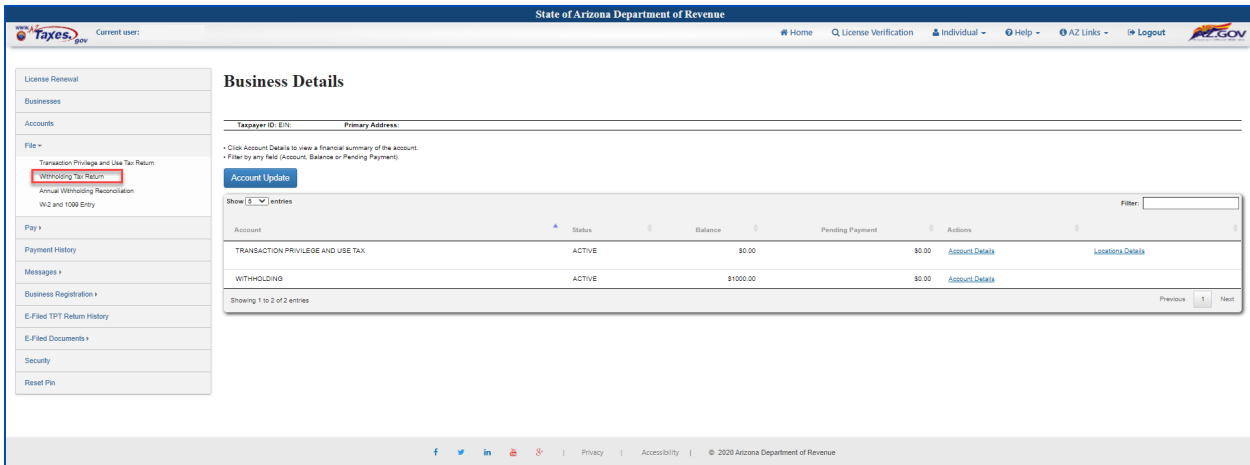


FIGURE 4. Business Details



# AZ Taxes

## Quarterly Withholding Return Data Entry Instructions

State of Arizona Department of Revenue

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**File A Quarterly Withholding Return**

Taxpayer ID: \_\_\_\_\_ 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 fourth quarter Form A1-QRT, Arizona Quarterly Withholding Tax Return, please click on the following to file Arizona Form A1-R, Arizona Withholding Reconciliation Return, and upload the federal Form W-2s and/or federal Form 1099s for the calendar year: [W-2 File Upload](#) [1099 File Upload](#) [A1-R filing](#)

- Select the year, quarter, liability schedule and final return indicator for the return you wish to file and click Continue.
- If you paid withholding tax for each of the previous four quarters and your average quarterly withholding did not exceed \$1,500 then you qualify to report Arizona withholding tax on a quarterly basis. If the average amount of Arizona income taxes withheld during the preceding four calendar quarters exceeds \$1,500, an employer must make its Arizona withholding tax payments at the same time as its federal withholding deposits (monthly, semi-weekly, or one banking day).
- Quarterly filing due dates are: April 30, July 31, October 31 and January 31.

Year:

Quarter:

Liability Schedule:

Are you closing your account? (This will be your final return)  Yes  No

[Continue](#)

FIGURE 5. File a Quarterly Withholding Return

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**File A Quarterly Withholding Return**

Taxpayer ID: \_\_\_\_\_ 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 fourth quarter Form A1-QRT, Arizona Quarterly Withholding Tax Return, please click on the following to file Arizona Form A1-R, Arizona Withholding Reconciliation Return, and upload the federal Form W-2s and/or federal Form 1099s for the calendar year: [W-2 File Upload](#) [1099 File Upload](#) [A1-R filing](#)

- Select the year, quarter, liability schedule and final return indicator for the return you wish to file and click Continue.
- If you paid withholding tax for each of the previous four quarters and your average quarterly withholding did not exceed \$1,500 then you qualify to report Arizona withholding tax on a quarterly basis. If the average amount of Arizona income taxes withheld during the preceding four calendar quarters exceeds \$1,500, an employer must make its Arizona withholding tax payments at the same time as its federal withholding deposits (monthly, semi-weekly, or one banking day).
- Quarterly filing due dates are: April 30, July 31, October 31 and January 31.

Year:

Quarter:

Liability Schedule:

Are you closing your account? (This will be your final return)  Yes  No

Reason for closing account:

[Continue](#)

FIGURE 6. File a Quarterly Withholding Return, continued



# AZ Taxes

## Quarterly Withholding Return Data Entry Instructions

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**File A Quarterly Withholding Return**

Taxpayer ID: \_\_\_\_\_ Filing Period: 01/01/2020 - 03/31/2020

Primary Address: \_\_\_\_\_

- Enter the amount of Arizona withholding tax liability for the quarter, not the amount of Arizona withholding payments.

Quarterly Tax Liability

Cancel Continue

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FIGURE 7. File a Quarterly Return continued

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**File A Quarterly Withholding Return**

Taxpayer ID: \_\_\_\_\_ Filing Period: 01/01/2020 - 03/31/2020

Primary Address: \_\_\_\_\_

- Enter the total amount of other payments made for this quarter in the "Prior Payments/Credits" field. If no income tax was withheld for this quarter, enter 0 in this field.
- Enter the total gross Arizona payroll for this calendar quarter in the "Total Arizona Payroll" field. Total gross Arizona payroll means amounts considered wages for federal income tax withholding purposes. Do not include wages exempt from Arizona withholding by Arizona Law.

Prior Payments/Credits (for this Quarter)

Total Arizona Payroll (for this Quarter)

Total Number of Arizona Employees (for this Quarter)

Previous Continue

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FIGURE 8. File a Quarterly Return continued



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## Quarterly Withholding Return Data Entry Instructions

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Businesses

Accounts

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Security

Reset Pin

### File A Quarterly Withholding Return

Taxpayer ID: \_\_\_\_\_ Filing Period: 01/01/2020 - 03/31/2020

Primary Address: \_\_\_\_\_

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

Liabilities	
Total Quarterly Tax Liability	\$0.00
Payments	
Prior Payments/Credits (for this Quarter)	\$0.00
<b>Total Amount Due</b>	<b>\$0.00</b>

Paid Preparer's Use Only

CEIN / SSN:

Previous
Save
Submit

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FIGURE 9. File a Quarterly Withholding Return Review

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### File A Quarterly Withholding Return - Confirmation

Taxpayer ID: \_\_\_\_\_ Filing Period: 01/01/2020 - 03/31/2020

Primary Address: \_\_\_\_\_

**Return Confirmation**

After completing the fourth quarter Form A1-QRT, Arizona Quarterly Withholding Tax Return, please click on the following to file Arizona Form A1-R, Arizona Withholding Reconciliation Return, and upload the federal Form W-2s and/or federal Form 1099s for the calendar year: [W-2 File Upload](#), [1099 File Upload](#), [A1-R filing](#).

Your Quarterly Withholding Return has been submitted to the Arizona Department of Revenue.

Your confirmation number is \_\_\_\_\_ . Please have this number available if contacting the Arizona Department of Revenue about this transaction.

The Amount Due is \$0.00.

**Action Required:**

- Click [here](#) to download and print your completed Quarterly Withholding Tax Return Form for your records only. This form has been electronically filed. Do not mail.
- Remit the payment amount listed above by using the **Make Payment** button or by mailing your payment to the address listed below.
- Arizona Department of Revenue ATTN: Withholding Tax P.O. Box 29065 Phoenix, AZ 85038-9065
- Note: If mailing a payment, please include a printed copy of the return or write the above confirmation number on the check.

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

Tell us what you think! In an effort to maximize your AZTaxes experience, ADOR would like to hear your comments, feedback, and suggestions. Please click [here](#) to complete a short survey.

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FIGURE 10. File a Quarterly Withholding Return - Confirmation