AZTaxes
W-2 and 1099 Data Entry
Instructions

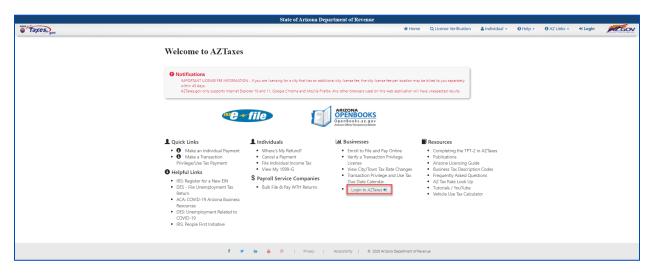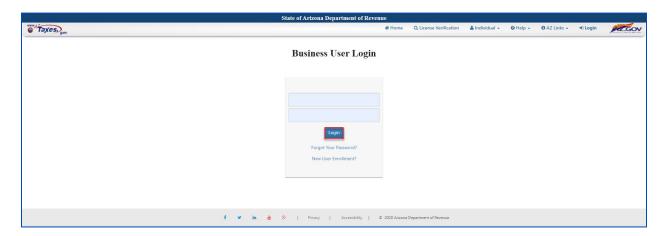| Step	Description
1	Visit https://www.AZTaxes.gov/Home/Page. Under 'Businesses,' click 'Login to AZTaxes.' Enter login credentials on the Business User Login screen and click 'Login.' *See figures 1 and 2.*
2	On the Business List screen, click 'View' on the same row as the business name. *See figure 3.*
3	In the left menu of the Business Details screen, click 'File' and then 'W-2 and 1099 Entry.' *See figure 4.*
4	On the W-2 and 1099 Filing screen; Select the appropriate form type from the Form Type dropdown. Select the appropriate tax year from the Tax Year dropdown. Click 'Continue.' *See figures 5 and 6.*
5	On the data entry screen, enter all required and available information for the form type to be entered and click 'Save and Continue.' *See figure 7.*
6	The List of Employees screen will populate with the completed entries. • To make changes to an already entered form, click 'Edit' on the same row as the appropriate entry. • To delete an already entered form, click 'Delete' on the same row as the appropriate entry. • To add additional forms, click 'Add Another Form' and repeat step 5 until all forms have been entered. • If all forms have been entered, click 'Submit.' *See figures 8 and 9.*
7	Receive W-2 Confirmation and save the confirmation number. *See figure 10.*

FIGURE 1. Welcome to AZTaxes
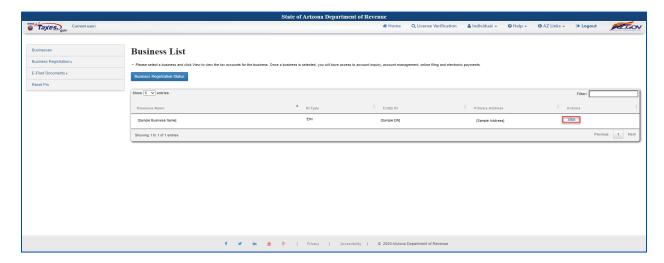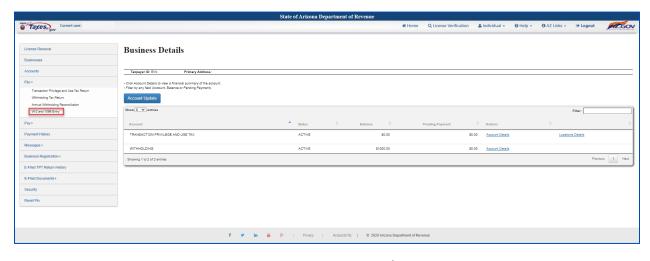
FIGURE 2. Business User Login

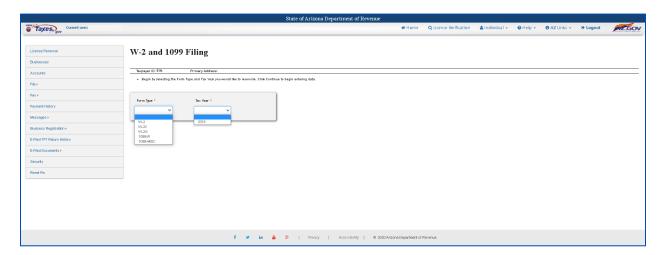FIGURE 3. Business List

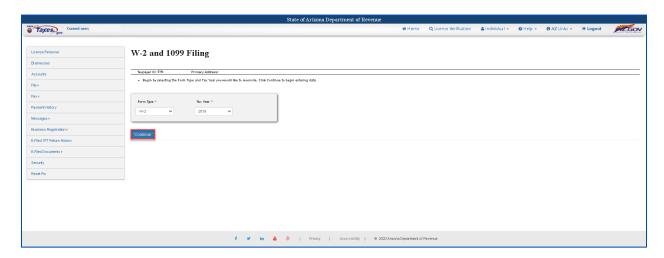FIGURE 4. Business Details

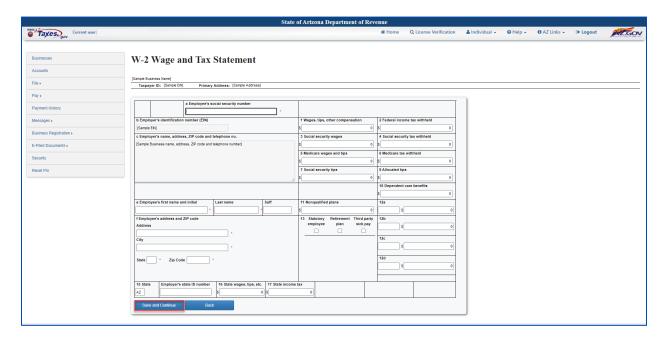FIGURE 5. W-2 Reconciliation

FIGURE 6. W-2 Reconciliation continued

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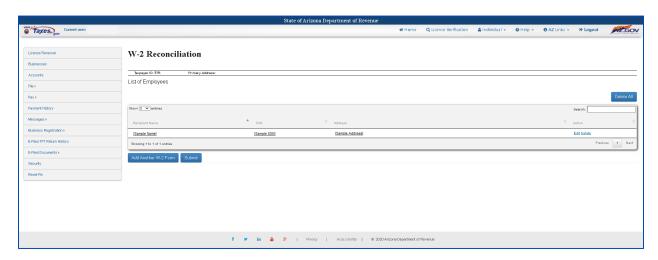# Instructions

FIGURE 7. W-2 Wage and Tax Statement

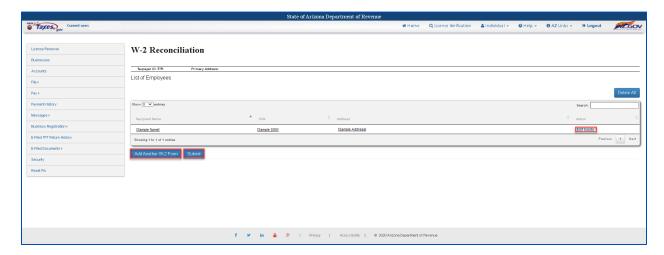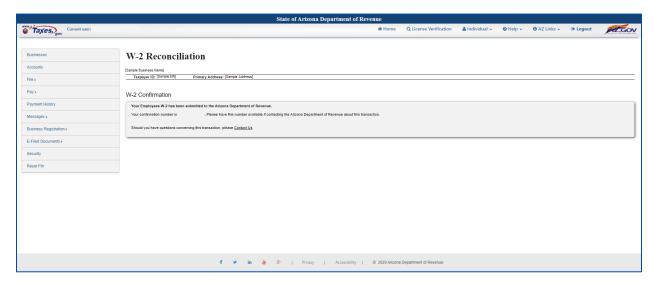FIGURE 8. W-2 Reconciliation (List of Employees)

FIGURE 9. W-2 Reconciliation (List of Employees)

FIGURE 10. W-2 Reconciliation (W-2 Confirmation)