



PMC Community Connection Workshop

Meeting Minutes

Location: WebEx

Date: October 10, 2019

Time: Noon – 1:00 p.m.

Attendees: **ADOR Attendees:**

Stephanie Michael – Education and Compliance – Outreach District

Agenda Items

1. GovDelivery
 - a. To stay up to date on the Department’s news, events, and notices – subscribe to our GovDelivery service. You can input your email address or phone number and select which type of notifications you wish to receive. If you select, TPT, you will be notified when there is a change or update that impacts the property management company community.
 - b. If you no longer wish to receive these notifications, you may opt out and still access the information from the top portion of the AZDOR.gov website under the “News, Events & Notices” section.
2. Live Chat
 - a. ADOR has introduced a live chat feature to its AZTaxes.gov and AZDOR.gov website. The live chat feature offers another option for taxpayers seeing information about state taxes, the transaction privilege tax program or answers to a variety of questions.
 - b. The chat feature will provide customers with answers to general questions and offers navigational assistance.
 - c. Allows taxpayers to interact with department representatives in real-time! Currently available Monday-Friday 8:00am – 5:00pm.
3. Follow Us on Social Media
 - a. Twitter – twitter.com/AZDORmedia
 - b. Facebook – www.facebook.com/azdor.gov
 - c. LinkedIn - <https://www.linkedin.com/company/arizona-department-of-revenue/>
4. 285PMC Form
 - a. This form is for PMCs only. Use this form only if:
 - i. You own residential rental property in Arizona, and
 - ii. You hired a property management company (PMC) to file your transaction privilege and use tax (TPT) returns for your rental property, and
 - iii. You wish to authorize an employee of that PMC to:



1. Communicate with the ADOR on your behalf regarding the TPT on your rental property, AND/OR
2. Manage your TPT license, file tax returns, pay taxes online and if needed, assign delegates and file penalty abatement requests.
- iv. An important point to note, MOUs are no longer part of the PMC license application. That requirement has been replaced with the development of the 285PMC.
- b. Form explanation by section:
 - i. Section 1 is the Property Owner (Taxpayer) information.
 1. Taxpayer name must match exactly what is listed on the TPT License. If there is more than one owner, go ahead and list both.
 2. Enter the mailing address that is associated with the license. If the mailing address was listed as the PMC address when the application was applied for, go ahead and list the PMC address. This must match the mailing address on the license.
 3. Enter the qualifying identification numbers:
 - a. SSN or ITIN for the owner(s)
 - b. EIN if the owner is a business
 - c. AZ TPT license number
 - d. Daytime phone number
 4. Select the type of ownership
 - a. Individual (Sole Prop)
 - b. Partnership
 - c. LLC
 - d. LLP
 - e. Corporation
 - f. Corporation
 - g. Trust
 - h. Estate
 - ii. Section 2 is the PMC information. *****Remember, an appointee is a person, not a company.*****
 1. Enter the name of the PMC.
 2. Enter the name of the appointee that is employed by the named PMC.
 3. Enter the PMC address.
 4. Enter the ADOR PMC license number.
 5. Select an identifier for the appointee. This does not have to be a social security number. It can be any number unique to the appointee and will be used to verify identity when calling in to the Department.
 6. Enter the daytime phone number.
 7. If the property owner wishes to name more than one appointee, attach a sheet listing the information in sections 2, 3, 4, and 9 for each individual. This does not need to be another



285PMC. This can simply be an additional piece of paper with all required information for each additional appointee.

- iii. Section 3 – Mark this box to authorize disclosure of confidential information. Enter the effective date in the blank field. ****Please note, this authorization will remain in place until revoked or disengaged.****
- iv. Section 4
 - 1. 4g – Mark this box if the property owner would like to allow the appointee to submit additional 285PMCs on their behalf.
 - 2. 4h – Mark this box if the property owner would like the PMC to act on their behalf to manage the license, file tax returns, pay taxes, file penalty abatement requests up to \$5,000 and assign delegates in AZTaxes.gov.
- v. Section 8 – Property owner signature. If there is more than one property owner, the form may still be submitted if only one owner signs.
- vi. Section 9 – Signature of the PMC appointee.
- c. Ways to submit:
 - i. Through email at POA@azdor.gov
 - ii. Through fax at (602) 716-6008
 - iii. Through mail to: Taxpayer Information and Assistance

Arizona Department of Revenue

PO Box 29086

Phoenix AZ, 85038-9086

5. Meeting Frequency Change

- a. From here forward, meetings will be scheduled quarterly and can be viewed through the [Taxpayer Education](#) page of our website. The next scheduled PMC Community Connection meeting is on Wednesday, December 18, 2019 from 12:00 p.m. – 1:00 p.m.