



Transaction Privilege Tax Changes & News

This publication is an informational notice for October 2018

Customer Care: (602)255-3381 or toll-free from area codes 520/928: (800)352-4090

Visit us at www.AZDOR.gov or www.AZTaxes.gov

NEWS

Transaction Privilege Tax License Renewals are Coming

Arizona Department of Revenue (ADOR) will be sending renewal letters to businesses next month to renew their 2019 Arizona Transaction Privilege Tax (TPT) license. Every business licensed with ADOR is required to renew their Arizona TPT license, which is due Jan. 1, 2019.

Before renewing, ADOR encourages TPT taxpayers to update and verify their account information to prevent unnecessary fees and penalties. AZTaxes.gov enables registered businesses to update their accounts, but they must have an e-signature PIN to make changes.

On AZTaxes.gov, taxpayers can do the following:

- Change their mailing address on corporate, withholding and transaction privilege and use tax licenses.
- Add, edit and/or close locations for TPT licenses.
- Cancel or close an existing TPT license or single location on a TPT license.
- Close an account for withholding or TPT licenses.
- Make changes to "Doing Business As" (DBA) name or the business mailing address.
- Add a new reporting jurisdiction, new business code or business or rental location.

If the business or a location closed, the license must be canceled to avoid the requirement to renew, which may result in fees and penalties.

ADOR strongly encourages taxpayers to enroll to file and pay online via the AZTaxes.gov website for easier renewals and faster processing. Additionally, state law requires taxpayers with multiple business locations to renew their TPT license electronically.

Businesses with any questions or seek more information can visit azdor.gov or contact the the Customer Call Center at (602) 255-3381, or toll-free at (800) 352-4090.

ADOR's AZTaxes.gov Enhanced Linking Features

The Arizona Department of Revenue (ADOR) made it easier for businesses to link their transaction privilege tax (TPT) license to their AZTaxes.gov account. Businesses can now update their Primary and Delegate through Delegate Access Request (DAR) faster than before.

Primary User: Maintains the entire online account and provides access to delegate users. There can only be one Primary User for each account. ADOR recommends this be an officer/owner of the business. To change the Primary User, you will need to complete a [Business Account Update form](#). You must enroll to file and pay on www.AZTaxes.gov.

Please note: Do not use the Business Account Update form for delegates/additional users. Please contact the primary user for changes to delegate access.

Delegate User: A Delegate User is given specific authority for business account functions by the Primary User. This type of user can be a CPA, paid preparer, office manager, additional officer/owner of the company, etc.

Other new features on AZTaxes.gov include the following:

Existing Users: enhanced current business account linking; clear and concise instructions how to link and set up Primary and Delegate roles; precise and timely messaging.

New Users: interactive application to enroll a business to apply for a TPT license or register withholding.

Please note that Chrome and Firefox browsers may not work with this new functionality, so please use Microsoft Internet Explorer. Taxpayers with any questions can contact ADOR's Customer Care Call Center at (602) 255-3381, or toll-free at (800) 352-4090.

TAX CHANGES

City of Cottonwood

On Sept. 4, 2018, the Council of the Cottonwood passed Ordinance No. 645, which amends the City of Cottonwood Tax Code by increasing all TPT rates by **one-half of one percent (.005) except for Severance - Metal Mining (Tax Code 019) and Residential Rental, Leasing & Licensing for Use (Tax Code 045)**; all relating to City of Cottonwood regulations, specifically encompassing the licensing and registration of businesses, and providing for the repeal of conflicting ordinances and for severability.

Effective Nov. 1, 2018, the tax codes are as follows:

Advertising (Business Code **CW 018**); Amusements (**CW 012**); Contracting – Prime (**CW 015**); Contracting – Speculative Builder (**CW 016**); Contracting – Owner Builder (**CW 037**); Job Printing (**CW 010**); Manufactured Buildings (**CW 027**); Timbering and Other Extraction (**CW 020**); Publication (**CW 009**); Hotels (**CW 044**); Hotel/Motel Additional Tax (**CW 144**); Commercial Rental, Leasing & Licensing for Use (**CW 213**); Rental Occupancy (**CW 040**); Rental, Leasing & Licensing for Use of TPP (**CW 214**); Restaurants and Bars (**CW 011**); Retail Sales (**CW 017**); Retail Sales Food for Home Consumption (**CW 062**); MRRRA Amount (**CW 315**); Communications (**CW 005**); Transporting (**CW 006**); Utilities (**CW 004**).

City of Flagstaff

On June 19, 2018, the Council of the Flagstaff passed Ordinance No. 2018-22, which amends the City of Flagstaff Tax Code Section 3-05-003-03220 by reducing the license fee from **\$46 to \$20** and creating an annual license fee of **\$20**; all relating to City of Flagstaff regulations specifically encompassing the licensing and registration of businesses, and providing for the repeal of conflicting ordinances and for severability.

Effective Jan. 1, 2019, the change in the License Fee goes into effect. The Annual License Renewal Fee goes into effect **July 1, 2018** to be in effect for the 2019 renewals.