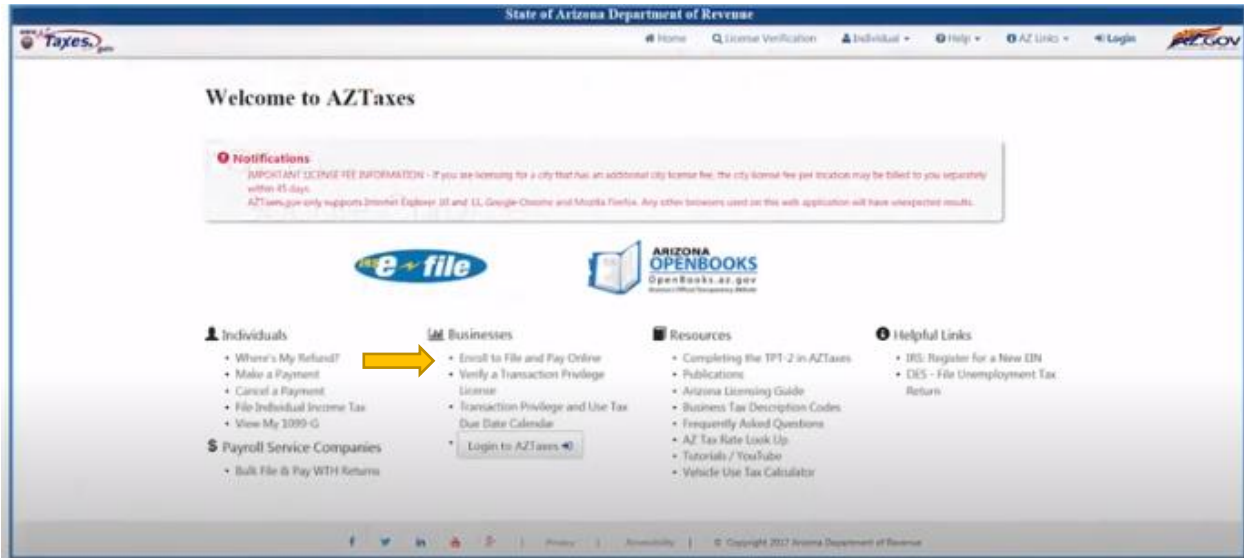


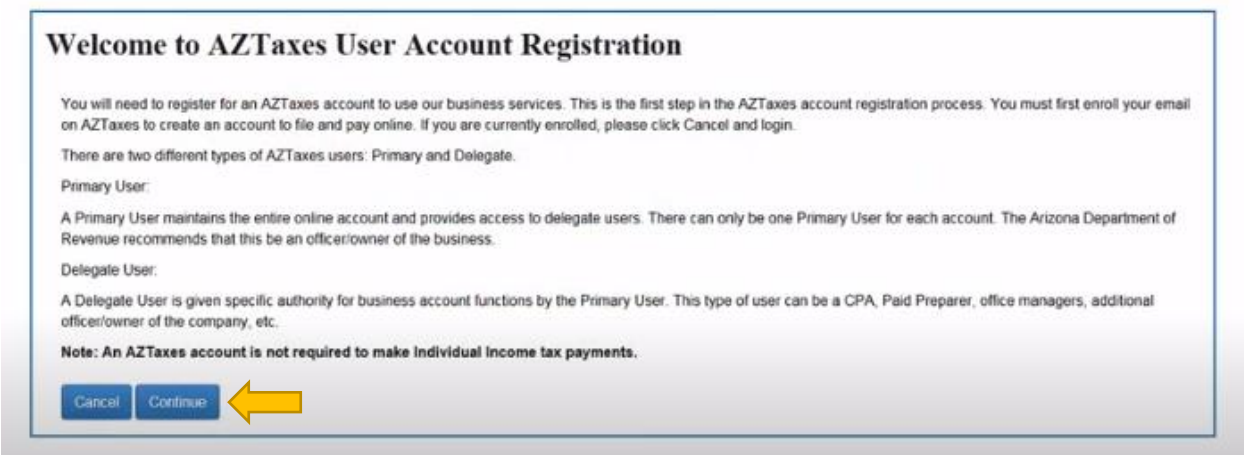
Apply online at: www.AzTaxes.gov

AZTaxes.gov: New User Registration online tutorial: https://www.youtube.com/watch?v=5H_X8HOBPf0

First page – Click on Enroll to file and Pay Online



Second page - After reading Click on Continue



Third page – User Registration. The Email address that you use will be your AZTaxes username. Click Register



AZTaxes User Account Registration

Create a User Profile for your AZTaxes Account.
Fields marked with an asterisk are required.

User Information

First Name *	Middle Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number *	Extension	
<input type="text"/>	<input type="text"/>	
E-mail *	Confirm Your E-mail *	
<input type="text"/>	<input type="text"/>	

Your email will become your AZTaxes username.

I accept the terms and conditions specified in the [Terms of Use policy](#).

←

You will receive two emails. Part 1 is your Username and Part 2 is your temporary password.

Click to log into AZTaxes.gov



Registration Confirmation Part 1: User Name

Dear Customer:
Thank you for using AZTaxes.gov. Your username is: [Username]
Your temporary password is:
[Temporary Password]

You will receive your temporary password in a separate email.

Arizona Department of Revenue
Customer Care

Hours of Operation:
8:00am – 5:00pm
Monday through Friday
Phone: (602) 255-3381
Statewide toll-free: 1 (800) 352-4090

This is an auto-generated response do not reply to this email.

Registration Confirmation Part 2: Temporary Password

Dear Customer:
Thank you for using AZTaxes.gov. We have received the AZTaxes Registration filed on [DATE]. To continue your registration, please log into <https://AZTaxes.gov> using your username and your temporary password.

Your temporary password is:
[Temporary Password]

This password will expire in 24 hours. If it has been more than 24 hours, click [here](#).

You will receive your username in a separate email. Upon log in you will be prompted to change your password, answer four security questions and choose an E-Signature Personal Identification Number (PIN).

Arizona Department of Revenue
Customer Care

Hours of Operation:
8:00am – 5:00pm
Monday through Friday
Phone: (602) 255-3381
Statewide toll-free: 1 (800) 352-4090

This is an auto-generated response do not reply to this email.

Click on [AZTaxes.gov](https://www.aztaxes.gov) to continue

AZTaxes Account Registration Confirmation

Thank you for creating an AZTaxes account.

You will receive two e-mails. The first email will include the confirmation of your AZTaxes username. The second email will include a temporary password. If you have not received these emails, check your spam folder. To ensure you receive emails from the Arizona Department of Revenue, add noreply@azdor.gov to your contacts/safe senders list.

In order to complete your registration, you will need to do the following:

1. Log into [AZTaxes.gov](https://www.aztaxes.gov) using your username and the temporary password.
2. Change your password, answer security questions and set up a Self-Select Personal Identification Number (PIN).
3. Associate an existing Corporate Income, Transaction Privilege or Withholding tax account to your AZTaxes account OR apply for a Transaction Privilege Tax license or a Withholding registration.

You will be asked to change your password. Write your new password down and keep it in a safe place for future reference.

Password Change

Please enter a new password below and confirm it. Passwords expire every 90 days.

Passwords are case sensitive and must contain at least one number, one letter and one special character from the 8 permitted special characters `!@#%*^&`

Password length must be a minimum of 8 characters up to a maximum of 16. Previously used passwords are not permitted.

New Password *

Confirm Password *

- ✘ Number
- ✘ Letter
- ✘ Special Character
- ✘ Password Length
- ✘ Passwords Match

Change Password ←

Enter your new password and email address.

Password Change Successful

Your password has been changed successfully.

Please click the Login button below to log back in.

Login ←

You will set up 4 security questions before you establish your PIN number. Write down your answers and keep in a safe place for future reference.

Security Questions

Please provide answers to the following security questions:

- Answers are case sensitive and cannot contain any special characters. Only use letters and/or numbers.
- The same answer cannot be repeated for more than one question.
- Once submitted, answers cannot be changed.
- The answers to your security questions will be used later if you need to reset your E-Signature PIN.

Security Question 1

In what city does your nearest sibling live?

Answer 1 *

Write down your PIN and keep in a safe place for future reference.

Create E-Signature PIN

Please enter an E-Signature Personal Identification Number (PIN)
The PIN is your electronic signature and is required to electronically sign your application and/or return.

- * The PIN must be a minimum of 6 digits up to a maximum of 10 digits.
- * Remember your PIN and keep it in a safe place.
- * You can reset your PIN later by using your security questions.

E-Signature PIN *

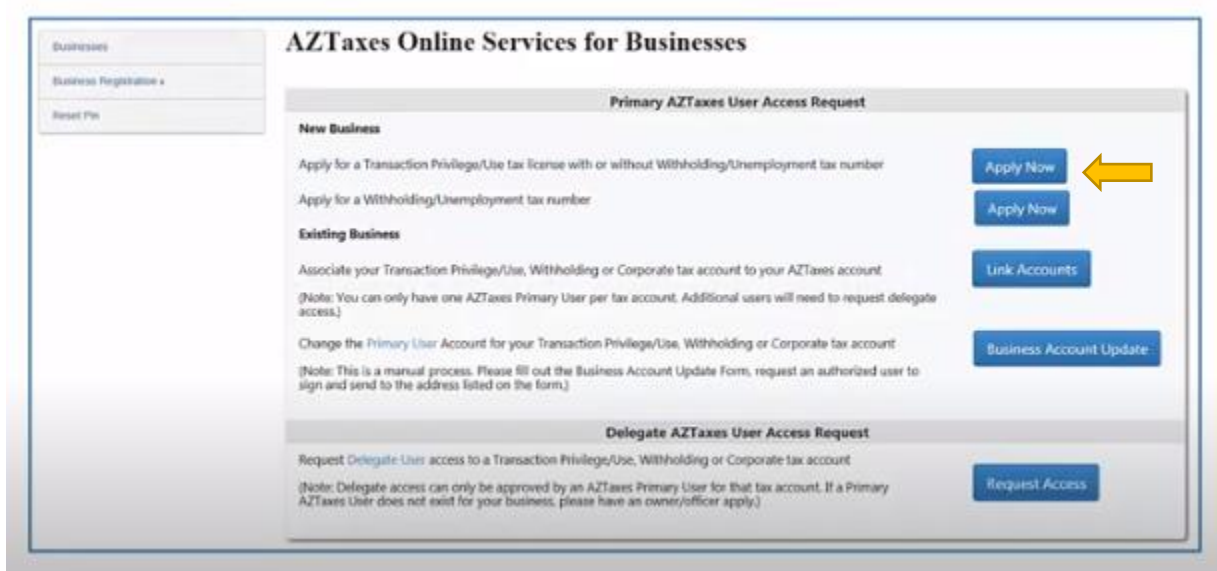
Re-enter E-Signature PIN *

* I accept the terms and conditions specified in the [Terms of Use policy](#).

E-Signature PIN Confirmation

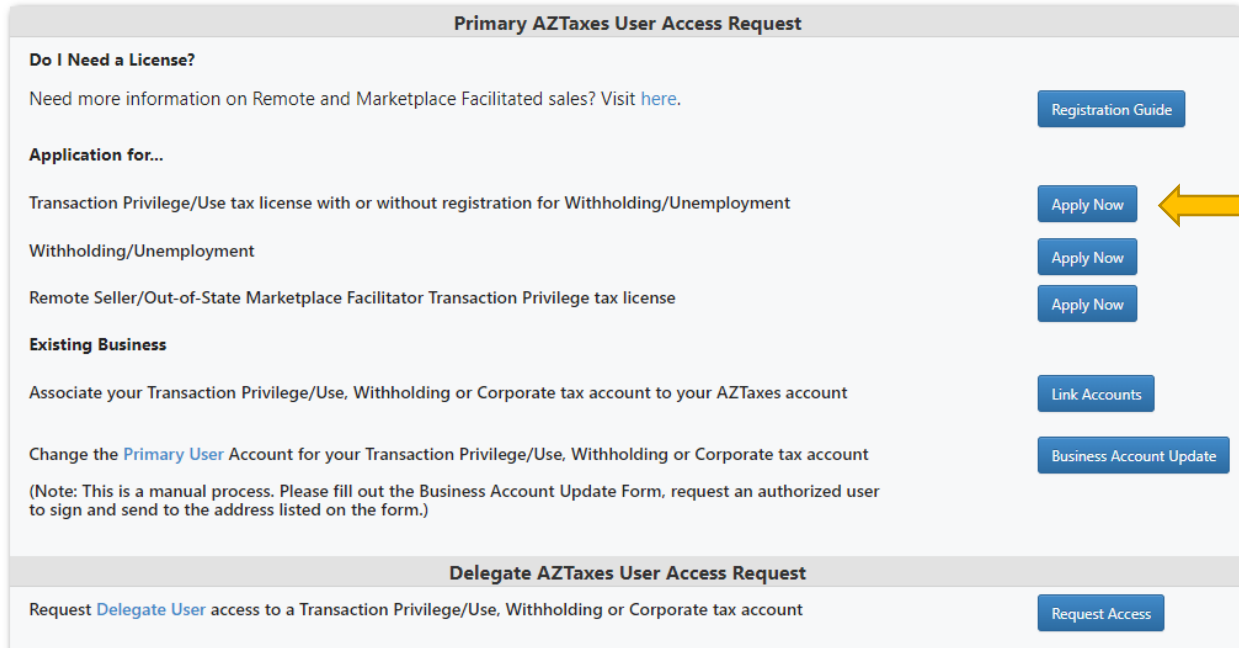
You have successfully created your E-Signature PIN. This PIN will be used anytime you file a return, submit an application or update your account.

You are now ready to Apply for your TPT (Sales Tax) License.



Click Apply Now to start the application process.

AZTaxes Online Services for Businesses

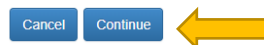


Welcome to the Arizona Joint Tax Application

Attention! If you are a contractor, you will not be able to complete your application online. You must submit a paper JT-1. Prior to the issuance of a transaction privilege tax license, new or out-of-state contractors may be required to post a taxpayer bond for contractors unless the contractor qualifies for an exemption from the bonding requirement. This includes contractors performing maintenance, repair, replacement or alteration (MRRRA) work as well as subcontractors. Please refer to the publication, Taxpayer Bonds, available online at www.azdor.gov or in person at an Arizona Department of Revenue office.

For questions, please call 602-255-3381.

If you are not a construction contractor, owner/builder or speculative builder click continue below.



List of the information you will need to complete the application. Payment is by E-Check only so you will need your Bank Account number and Bank Routing number.

Welcome to the Arizona Joint Tax Application

The Joint Tax Application is used to apply for a license for Transaction Privilege and Use Tax, and to apply for certification for Arizona Withholding Tax and Unemployment Insurance. The application is called "Joint" because it is used by both the Departments of Revenue and Economic Security.

Information Needed to Get Started

When you are applying for a Transaction Privilege/Use Tax license or registering for Withholding/Unemployment Insurance, specific information will be required in the application process. The following is a checklist of general information that you may need before you begin:

- Federal Employer Identification Number (FEIN)
- The type of Business Organization (Corporation, Sub Chapter S Corporation, Limited Liability Company, Limited Liability Partnership, Sole Proprietor, etc)
- Legal Business Name of your business
- For Corporations and Sub Chapter S Corporations: State and date incorporated
- Address where you would like to receive mail
- Doing Business As Name(s), location address and the Arizona county for each business associated with this account
- North American Industry Classification System (NAICS) code
- Business code(s) that describe your taxable business activities
- Name, address, phone number and social security numbers of owner(s), partner(s), corporate officer(s), member(s) or manager(s)
- Name, address, and phone number of the person(s) who maintains the books and records
- If you purchased your company, the name, address, phone number and FEIN of the previous business

Please note: All fees must be paid before the application will process.



Taxpayer Owner List TPT Information WTH Address Information Location List Fee Summary

* Indicates Required Field

Taxpayer Information

Type of Organization/Ownership *	<input type="radio"/> Employer Identification Number <input type="radio"/> Social Security Number	Tax ID (Numbers Only) * Register for a new EIN
<input type="text" value="Select Type of Business"/>		<input type="text"/>
Legal Business Name *	Business Description *	Date Business Started in Arizona *
<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>
NAICS Choices:		
NAICS Sectors *	NAICS Codes * <small>Maximum number of NAICS codes allowed = 4</small>	NAICS Codes Selected *
<input type="text" value="11: Agriculture, Forestry, Fishing and Hunting
21: Mining, Quarrying, and Oil and Gas Extraction
22: Utilities
31-33: Manufacturing
42: Wholesale Trade
44-45: Retail Trade
48-49: Transportation and Warehousing"/>	<input type="text" value="First choose NAICS Sector in left box"/>	<input type="text" value="Enter NAICS Code"/>
<small>The North American Industry Classification System (NAICS) is the standard used to classify business establishments for the purpose of collecting, analyzing and publishing statistical data related to the economy. Please enter the North American Industries Classification System (NAICS) code identified for your business activity. Select the NAICS code that most accurately describes the major business activity or principal product you manufacture, commodity sold, or services performed. Click here for descriptions of all NAICS codes. Your description of the business is very important because it determines your transaction privilege tax rate.</small>		

Type of Organization/Ownership: Individual (sole person, married couple, etc.), Partnership (if a legal partnership has been created & registered), Corporation, Limited Liability Corporation, Limited Liability Partnership, Association, Trust, Sub Chapter S Corp, Joint Venture, Receivership, Estate. **Please note: choosing an organization/ownership type on this application does not form a corporation, LLC, etc. Please visit the Corporation Commission to register your organization.

Legal Business Name: enter the legal name of your business. If the application is for residential or commercial rental, the legal name is the deeded owner of the property.

First select the NAICS Sectors that matches your type of business

Second select the NAICS Code that closest matches your business type – click on a code then click to Add NAICS Code. Selected codes will appear to the left under NAICS Codes Selected.

Legal Business Name will use Owner name which will be entered on the Owner List tab.	Business Description * <input type="text" value="Online Retail"/>	Date Business Started in Arizona * <input type="text" value="06/08/2020"/>
--	--	---

NAICS Choices:		
Maximum number of NAICS codes allowed = 4		
NAICS Sectors * <ul style="list-style-type: none">11: Agriculture, Forestry, Fishing and Hunting21: Mining, Quarrying, and Oil and Gas Extraction22: Utilities31-33: Manufacturing42: Wholesale Trade44-45: Retail Trade48-49: Transportation and Warehousing51: Information	NAICS Codes * <ul style="list-style-type: none">448110: Men's Clothing Stores448120: Women's Clothing Stores448130: Children's and Infants' Clothing Stores448140: Family Clothing Stores448150: Clothing Accessories Stores448190: Other Clothing Stores448210: Shoe Stores448310: Jewelry Stores <input type="button" value="Add NAICS Code"/>	NAICS Codes Selected * <input type="text" value="Enter NAICS Code"/> <input type="text" value="448150"/> <input type="button" value="Remove NAICS Code"/>

The North American Industry Classification System (NAICS) is the standard used to classify business establishments for the purpose of collecting, analyzing and publishing statistical data related to the economy. Please enter the North American Industry Classification System (NAICS) code identified for your business activity. Select the NAICS code that most accurately describes the major business activity or principal product you manufacture, commodity sold, or services performed. Cite all NAICS codes. Your description of the business is very important because it determines your transaction privilege tax rate.

* Identify the Owner, Partners, Corporate Officers, Members/Managing Members or Officials of this business.

* Indicates Required Field

Add Owner Information		
Last Name *	First Name *	MI
<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Security Number *	Title *	Percent Owned *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Complete Residence Address		
Country *	USA	
Address Line 1 *	Address Line 2	
<input type="text"/>	<input type="text"/>	
City *	State *	Zip Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Phone Number	Contact Fax Number	
<input type="text"/>	<input type="text"/>	

- If you have more than one owner, click Add Owner and enter the information for each additional owner.
- If you only have one owner and you've already entered that information, click Continue.
- Use Filter to filter and display specific information by field.

Show **5** entries Filter:

First Name	Last Name	Social Security Number	Owner Title	Actions
Mickey	Mouse	515-15-5151	OWNER	Edit Delete

Showing 1 to 1 of 1 entries Previous 1 Next

[Back](#) [Continue](#)

TPT for Cities Only is for Residential Rentals Only

Transaction Privilege Tax (TPT) is imposed on the seller for doing business in the state. However, the cost of tax may be passed on to the customer. Various business activities are subject to transaction privilege tax. Persons engaged in business under one of the taxable business activities are required to obtain a transaction privilege tax license. Taxable business activities include retail sales, restaurants/bars, hotel/motel (transient lodging), commercial lease, amusements, personal property rentals, contracting, severance (metal mining), nonmetal mining, job printing, publishing, utilities, communications, etc. For a complete list of business activities, visit www.azdor.gov. A transaction privilege tax license certificate must be obtained for each location at which the business is conducted. License fees are assessed per location and/or jurisdiction.

Use Tax is the companion tax to transaction privilege tax. Businesses (or individuals) making out-of-state purchases for their own use – not for resale – on which no tax has been paid, are required to pay the use tax. Payment and reporting requirements are the same as for transaction privilege tax. There is no license fee for a use tax license. Use tax is also imposed on items taken out of inventory for a company's own use.

Transaction Privilege Tax (TPT) for Cities Only is used when there is a difference of taxability of transactions imposed on the seller for doing business in the state and the cities. Taxable business activities include advertising, residential rental, timbering and other extraction, etc. For a complete list of business activities, visit www.azdor.gov. A transaction privilege tax license certificate must be obtained for each location at which the business is conducted. License fees are assessed per location and/or jurisdiction.

Transaction Privilege and Use Tax Information

TPT Use Tax TPT for Cities Only

[Back](#) [Save & Continue](#)

Transaction Privilege Tax (TPT) is imposed on the seller for doing business in the state. However, the cost of tax may be passed on to the customer. Various business activities are subject to transaction privilege tax. Persons engaged in business under one of the taxable business activities are required to obtain a transaction privilege tax license. Taxable business activities include retail sales, restaurants/bars, hotel/motel (transient lodging), commercial lease, amusements, personal property rentals, contracting, severance (metal mining), nonmetal mining, job printing, publishing, utilities, communications, etc. For a complete list of business activities, visit www.azdor.gov. A transaction privilege tax license certificate must be obtained for each location at which the business is conducted. License fees are assessed per location and/or jurisdiction.

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Transaction Privilege and Use Tax Information

TPT Use Tax TPT for Cities Only

Date Sales Began * <input type="text" value="MM/DD/YYYY"/>	What is your estimated tax liability for your first twelve months of business? * <input type="text"/>	TPT Filing Method * <input type="radio"/> Cash <input type="radio"/> Accrual
--	---	--

Does your business sell new motor vehicle tires or vehicles? *

Yes No

Does your business sell tobacco products? *

Yes No

Choose your filing frequency.

Monthly Quarterly Annual Seasonal

[Back](#) [Save & Continue](#)

Taxpayer

Owner List

TPT Information

Address Information

Location List

Fee Summary

Mailing Address Information

Country *

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

Contact Phone Number *

Contact Fax Number

Email *

Add Location Information

Doing Business As *

This is a Non-Arizona address

Address Line 1 *

Address Line 2

City *

Zip Code *

Contact Phone Number *

Cancel

Save



Enter where the tax records will be kept.

Please identify the location of the tax records		
<input type="checkbox"/> Same as Mailing Address <small>(Please provide physical address not P.O. Box address.)</small>		
Name of company or person to contact *	Contact Phone Number *	Contact Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country *		
USA <input type="text"/>		
Address Line 1 *	Address Line 2	
<input type="text"/>	<input type="text"/>	
City *	State *	Zip Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Back"/>	<input type="button" value="Save & Continue"/>	

[Location List](#) > [Location Map](#)

Map Satellite


Click [here](#) to confirm your location.
If incorrect, you can manually pin the location.

Back Confirm Location and Continue

List Mesa as a Region Code

- Select all Counties/Reservations and/or Cities that this location conducts business.

Add Region Business Code(s)


Region code: MESA (City) 

Available Business code

004: UTILITIES
005: COMMUNICATIONS
006: TRANSPORTING
009: PUBLICATION
010: JOB PRINTING
011: RESTAURANTS AND BARS
012: AMUSEMENT
018: ADVERTISING
019: SEVERANCE - METALLIFEROUS MINING
020: TIMBERING & OTHER EXTRACTION
027: MANUFACTURED BUILDINGS
030: USE TAX FROM INVENTORY
044: HOTELS
045: RESIDENTIAL RENTAL, LEASING AND LIC
049: JET FUEL TAX
051: JET FUEL USE TAX
144: HOTEL/MOTEL (ADDITIONAL TAX)
213: COMMERCIAL RENTAL, LEASING AND LIC
214: Rental, Leasing and Licensing for Use of TPF
485: WASTEWATER UTILITY SERVICES

Selected / Recommended Region Business code

MARICOPA (County)-RETAIL
MARICOPA (County)-USE TAX
MESA (City)-RETAIL
MESA (City)-USE TAX

Cancel 

If you have more than one Physical Location (ie you have several stores)


Taxpayer > Owner List > TPT Information > Address Information > **Location List** > Fee Summary

- If you only have one location and you have entered the information, click Continue.
- If you have more than one location, click Add a Location and enter the information for each location.
- Use Filter to filter and display specific information by field.

Show 5 entries Filter:

Doing Business As	Address	City	Zip Code	City TPT Region	Actions
Stuff Online	123 Main Ave	Anytown	85201	ME	Edit Delete








Showing 1 to 1 of 1 entries Previous 1 Next



If fees are correct – Click continue

- License fees are calculated by location.
- Click the Plus Sign to see a breakdown of license fees.
- You may use the search boxes below Doing Business As name and Region Name to display specific information

Fee Summary

Doing Business As 	Region Type 	Region Code 	Region Name 	Region Fee 
<input type="text" value="Enter Business Name"/>			<input type="text" value="Enter Region Name"/>	
 Stuff Online				\$32.00 
Grand Total: USD\$32.00				

Back

Continue



Payment Information - Arizona Joint Tax Application

Please enter the E-Check information.

- This will create a one-time payment, withdrawn on the next business day.
- License fees cannot be paid by credit card.
- Note: License fees are due when the license application is submitted.

for Taxes Due

⑆ 123456789 ⑆ 1234567 ⑆ 121

Routing Number Account Number

Bank Routing Number Bank Routing Number Verify

Bank Account Number Bank Account Number Verify

Bank Account Type

Checking

* If you have an Automated Clearing House (ACH) debit block on your bank account, you must inform your bank of the Arizona Department of Revenue's Company ID number to avoid rejection of your payment. The Department's Company ID number is 4866004791. Due to a National Automated Clearing House Association (NACHA) rule change, the Department may be fined for payments that your bank rejects. Please know you will be charged for payments returned as unauthorized by your bank. By submitting this payment, you acknowledge that you have authorized the Department of Revenue to debit your account, and you accept responsibility for any resulting fees.

Will this payment originate from a bank account outside the United States banking system?

Yes No

[Back](#) [Save & Continue](#) ←

Once payment is complete, you will receive a confirmation code and a TPT license number in 24 hours.

Please email the license number to: Licensing.Enforcement@Mesaz.gov