

# 2016 Withholding Transmittal of Wage and Tax Statements

# Arizona Form A1-T

## For information or help, call one of these numbers:

Phoenix (602) 255-3381  
From area codes 520 and 928, toll-free (800) 352-4090

## Tax forms, instructions, and other tax information

If you need tax forms, instructions, and other tax information, go to the department's website at [www.azdor.gov](http://www.azdor.gov).

## Withholding Tax Procedures and Rulings

These instructions may refer to the department's withholding tax procedures and rulings. To view or print these, go to our website and click on *Legal Research* then click on *Procedures* or *Rulings* and select a tax type from the drop down menu.

## Publications

To view or print the department's publications, go to our website and click on *Publications*.

## General Instructions

### Purpose of Form

All employers or representatives that electronically file Form A1-R or Form A1-APR must file Form A1-T to transmit wage and tax statements (Federal Form W-2, W-2G and/or Form 1099).

Complete Form A1-T, regardless of the number of forms you are submitting.

### When is Form A1-T Due?

Form A1-T is a part of the electronically filed Form A1-R or Form A1-APR. Form A1-T is due by February 28 of the year following the calendar year for which withholding payments were made.

If an employer was granted an extension for filing its Form A1-R or A1-APR, the employer may also file Form A1-T by that same extended due date.

If the due date falls on a Saturday, Sunday, or legal holiday, the return is timely if it is filed by the next day business day.

## Specific Instructions

### Return Period

File this form only on a calendar year basis (for example, January 1, 2016, through December 31, 2016). Enter the calendar year for which you are filing Form A1-T in the Period End box.

### Employer Information

Enter the employer's name, address, and telephone number.

If the employer has a foreign address, enter the information in the following order: city, province or state, and country. Follow the country's practice for entering the postal code. **Do not abbreviate the country's name.**

Enter the employer's federal employer identification number (EIN) in the EIN box.

### Contact Information

Enter a contact person's name, company and telephone number. We may contact this person if there are any questions with the Form A1-T or its attachments.

## Form Enclosed

Check the box, "W-2," "1099," or "Other," to indicate the type of forms being submitted. (If the box "Other" is checked, provide a description of the forms submitted.) Write the number of forms submitted in the space provided after the checkbox.

## Submitting Federal Forms W-2, W-2c, W-2G, and 1099-R

An employer may send Forms W-2, W-2c, W-2G, and 1099-R to the department by attaching paper copies to Form A1-T. The employer may also send the federal forms in by optical media with Form A1-T.

**Paper copy.** Submit a paper copy of each federal Form W-2, W-2c, W-2G, and 1099-R with Form A1-T.

**Optical media.** Label the CD-ROM or DVD (CD/DVD) with the employer's name, EIN, calendar year and Form W-2 or Form 1099 (or both, whichever applies). If the CD/DVD is password protected, note that on the label and indicate the email address from which you will be sending the password to the department. Email the password separately to [MediaLibrarian@azdor.gov](mailto:MediaLibrarian@azdor.gov). Include "Form W-2" or "Form 1099" (or both, whichever applies) in the subject line of the email. In the body of the email, include the same information that is on the CD/ DVD label.

Employers submitting the information on CD/DVD should secure the CD/DVD in a hard case and include it with Form A1-T.

For more details on sending in federal forms using optical media, see the department's Publication 701, *Optical Media Reporting*.

If the CD/DVD contains more than one employer's withholding information, include a list of the employers by employer name. Provide the EIN, employer address, Period End, type of Form(s), count of Forms, and the contact information for the CD/DVD.

When submitting W2's and 1099's on separate CD/DVDs, complete one A1-T for each submission regardless of the number of forms submitted.

**Please note: The department will not return or copy any CD/DVD.**

**CAUTION:** *The employer submits the CD/DVD at its own risk. If the department cannot access the information on the CD/DVD for any reason, the employer may need to provide the information again.*

## Where to File Form A1-T

Mail the Form A1-T and its related documents to:

**Arizona Department of Revenue  
PO Box 29009  
Phoenix, AZ 85038-9009**

Keep a copy of Form A1-T and its related documents for the employer's records.