



Arizona Department of Revenue

Individual Income Update

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April 2022

Tips to Follow

Before Filing

- **File and pay electronically:** You can receive your refunds up to six times as fast as paper return filers.
- **File for free:** Through the Free File Alliance program, taxpayers can choose from multiple free file offerings to prepare and file returns electronically. To prevent any unexpected charges for the state return, **only** access free options directly from azdor.gov.
- **Use free tax filing services:** Volunteer Income Tax Assistance ([VITA](#)) offers free tax help to people who generally make \$58,000 or less or meet other qualifications. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals. Also, [AARP Foundation Tax-Aide](#) Program offers free assistance to individuals 50 and older who can't afford a tax preparation service to file federal and Arizona returns.
- **Download forms properly:** If using ADOR calculating forms, ensure that you download and open the forms from your computer folder using the newest version of [Adobe Acrobat](#), as forms do not operate properly in internet browsers.
- **Enter all taxpayer information:** Make sure that you enter your complete 9-digit Social Security Number (SSN) on your return. Without proper identification, the Arizona Department of Revenue (ADOR) is unable to process the return.
- **Declare all income:** All income for full, part-time, temporary, or supplemental employment, whether received in cash or reported on a Form W-2 or Form 1099, is subject to income tax.
- **Get the credits you deserve:** Income tax credits can increase your refund or reduce the taxes you owe. Be sure to attach all required credit forms with your tax return.
- **Thoroughly review:** Before submitting your return, review all information to avoid common mistakes. Errors increase processing time and delay any refund due.
- **Use direct deposit:** Have your refund directly deposited into your bank account and receive your refund faster and more securely. Be sure to double check the routing and account numbers for your account.
- **Always file on time:** To avoid penalties and interest, file on time. If you need an extension, you must send payments with the completed Arizona Form 204. To avoid an extension underpayment penalty, you must pay at least 90 percent of the tax due by the due date.
- **Check your refund status online:** The fastest way to get updates on your refund is AZTaxes.gov/Home/CheckRefund.

After filing

- If you mail your payment, allow a minimum 8 weeks for processing. Alternatively, you can make electronic payments at AZTaxes.gov and schedule the payment for a future date. Do not submit an electronic payment if you mailed a check.
- If unable to pay tax liability in full, you can request a monthly installment plan by visiting AZTaxes.gov. Under the Individual menu, select [Request a Payment Plan](#). This feature makes it faster and easier to set up a payment plan.
- To avoid delays when sending a paper check, include your social security number, the tax type, and tax year on the check with the appropriate voucher. Without the voucher and information on the check, ADOR must research to process your payment accurately.
- Income tax payments and returns are timely by the postmark date. Anything postmarked after the due date will be late and are assessed penalties.
- ADOR responds to taxpayer questions as soon as possible; however, due to the increase in tax season inquiries, the response time may vary.
- Keep in mind, ADOR administers several [offset programs](#) that use an individual's tax refund and applies it to



(602) 255-3381 or toll-free at (800) 352-4090



www.azdor.gov



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outstanding tax liabilities and other state agency or municipality debts. Taxpayers should contact the agency identified on the notice, not ADOR.

- Do not resubmit a return. For paper filed returns, allow a minimum of 8 weeks from the date filed for processing. Please only call after this timeframe to determine if the return has been received.

