

ARIZONA DEPARTMENT OF REVENUE



ARIZONA FEDERAL/STATE EMPLOYMENT TAXES (AZFSET) PAYROLL SERVICE COMPANY **WEB UPLOAD USER GUIDE**

AZFSET User Guide Updated 07/15/2014

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DOCUMENT CONTROL VERSION


Version	Date	Description
1.0	10/01/2010	Original Draft Created
1.1	02/16/2011	Added Error Codes
1.2	03/21/2011	Updated with Field Mapping Information
1.3	04/07/2011	Removed Secure Information
1.4	04/12/2011	Updated content
1.5	04/19/2011	Updated content and XML Schema Matrix Attachments
1.6	04/20/2011	Updated message attachment zip file format section
1.7	05/09/2011	Minor changes
1.8	05/10/2011	Changes to Submissions section of document (changing submissions to submission)
1.9	06/13/2012	Changes to title page and small edits
2.0	9/19/2012	Changes to soap message attachment description
2.1	10/20/2011	Font changes and addition of login/password information
2.2	11/30/2011	Minor edits
2.3	01/09/2012	Change in password screen shot and document style
2.4	05/11/2012	Change in format
2.5	12/30/2013	Added a new field in Attachment 1 and 2 – Business Rule Engine (BRE) and Web Upload File Layouts (changes are in yellow highlights)
2.6	02/25/2014	Updated WHTotalEmployees XML tag from optional to required
2.7	07/15/2014	Updated PDF Attachments and minor layout/format edits
2.8	07/28/2014	Add Troubleshooting Checklist

WHAT IS AZFSET?

AZFSET is an online service which allows a registered Payroll Service Company (also known as Payroll Service Provider) to file and pay Employer Withholding returns electronically. Payroll Service Companies who want to

PAYROLL SERVICE PROVIDERS CURRENTLY USING THE ACH CREDIT PROCESS MAY CONTINUE TO USE THE ACH CREDIT PROCESS TO SUBMIT PAYMENTS FOR ALL THEIR CLIENTS AND USE ONE OF THE TWO ELECTRONIC SERVICES TO SUBMIT THE QUARTERLY/ANNUAL RETURNS.

PAYROLL SERVICE PROVIDERS WHO WANT TO USE THE ACH CREDIT PROCESS FOR PAYING ELECTRONICALLY SHOULD CONTACT THE AZDOR TAXPAYER INFORMATION & ASSISTANCE (TIA) GROUP FOR DETAILS ON ENROLLMENT PROCEDURES



CONTACT TIA BETWEEN THE HOURS OF 8AM AND 5PM, MONDAY THROUGH FRIDAY, AT 602.255.2060

submit withholding returns and payments for multiple clients at the same time can now do so. Using AZFSET does not require you to make changes to your computer systems or existing computer settings.

WITHHOLDING FORMS

AZFSET currently supports the following Withholding Forms:

- A1-QRT – ARIZONA QUARTER WITHHOLDING TAX RETURN
- A1-APR - ARIZONA ANNUAL PAYMENT WITHHOLDING TAX RETURN
- A1-R – ARIZONA WITHHOLDING RECONCILIATION RETURN
- A1-WP – PAYMENT OF ARIZONA INCOME TAX WITHHELD
- CLIENT LIST SUBMISSIONS

ARIZONA REVISED STATUTE

Per **Arizona Revised Statute 43-418**, all Payroll Service Providers and Transmitters must register with the Arizona Department of Revenue at <https://www.aztaxes.gov> by May 31, 2011.

REGISTRATION TYPES

PAID PREPARER USING WEB UPLOAD

Used by small and medium sized companies with a small client list volume. This involves the manual upload of a Comma Separated Value (CSV) file using AZFSET web portal screens.

PAID PREPARER USING WEB SERVICES

This involves transmission services using the XML Schema through a Gateway Service. Small and Medium companies who delegate the actual submission of their data to a software vendor's service would register with this option. Accordingly, large companies, who provide software to other companies and also use their own tool for transmitting files would register using this option. See the Implementation Guide for details on transmitting files (to request a copy of the Implementation Guide, send an email to AZWebFileSupport@azdor.gov).

TRANSMITTER

Companies who work with Payroll Service Companies to transmit withholding data on a payroll service provider's behalf. Many times these transmitters are referred to as software vendors or providers. Transmitters only use Web Services, which is why you can only select the transmitter type after you select Web Services registration type. Transmitters are not required to agree with any terms of service and are not required to submit a Client List.

PLEASE NOTE: Payroll Service Companies will be assessed a \$25.00 penalty for every client whose withholding tax is not filed electronically (per client, per return). A \$25.00 penalty is also assessed for each withholding tax payment that is not made electronically (per client, per payment). Per Arizona Revised Statute, these penalties become effective for withholding tax returns due to be filed after May 31, 2011.

AZFSET REGISTRATION

All Payroll Service Companies and Transmitters are required to register in AZFSET. Registration is also required to electronically upload or transmit withholding payments and returns. After entering and submitting information requested on the registration screen (see figure 2), an email confirmation will be sent to your email address. The email confirmation will include instructions on how to complete the registration process. Once registered, you will be able to log on to AZFSET and submit electronic withholding payment, return, and client list information via web upload or web service (depending on what option you chose during your registration).

AZFSET WELCOME SCREEN

To get started, go to <https://efile.aztaxes.gov/AZFSETPortal/> and click on the "Register" menu item on the left side of the screen. You can also click on the link located under the "Need to Register?" text. Either link will take you to the AZFSET Registration screen .

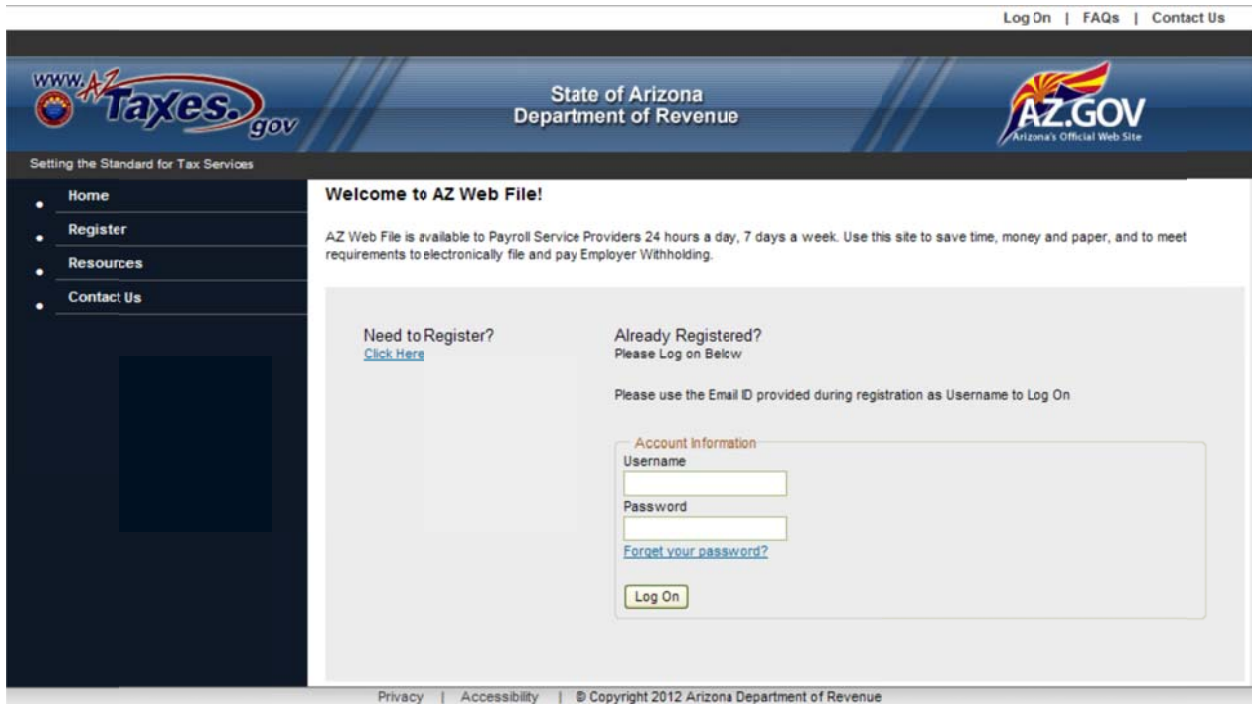




FIGURE 1

Log On | FAQs | Contact Us



Setting the Standard for Tax Services

State of Arizona
Department of Revenue



Arizona's Official Web Site

- Home
- Register
- Resources
- Contact Us

Payroll Service Company Registration

* Business Name	<input type="text"/>	
DBA - Doing Business As	<input type="text"/>	
* Business Email Address	<input type="text"/>	
Identification Numbers	* Tax Payer Id <input type="text"/>	* Tax Payer Id Type <input type="text" value="EIN"/> Register for EIN
* Transmit Method	Web Upload <input type="text"/> What's This	
Mailing Address <small>(Please us this check box if the mailing address is a P.O. Box)</small>	<input type="checkbox"/> This is a PO Box	
Primary Address <small>(Please list physical address of the business)</small>	<input type="checkbox"/> Same as mailing	

FIGURE 2

WEB UPLOAD REGISTRATION

The Web Upload transmit method should be selected by small Payroll Service Companies or those who prefer to manually upload return, payment, and client list information directly within the AZFSET web site. When registering as a PSC using Web Upload, the following fields and screen will be displayed:

1. Legal Name - Legal Business Name of the Payroll Service Company.
2. DBA –Doing Business As - The Name the Payroll Service Provider operates under.
PLEASE NOTE: In accordance with IRS standards, special characters, commas and periods are not accepted. Do not include these when registering.
3. Business Email Address – The email address is your user ID for logging on to the web portal.
4. Identification Numbers
 - a. Taxpayer ID – The 9 Digit identification number of the Taxpayer.
 - b. Taxpayer ID Type – Currently there is only one selection available. This selection is the EIN
 - c. Register for EIN - If you do not have an EIN, click on the “Register for EIN” link to get one.
5. Transmit Method – A drop down button displaying Web Upload and Web Service values.
 - a. Web Upload involves creating .csv files and uploading them manually through the AZFSET Portal (e.g. clicking on a browse button, selecting a file, and clicking ok). Payroll Service Companies with a small client list volume will want to choose this option. Only one method can be selected during registration. The “What’s This?” web link also provides the definition of web upload and web services registration.
 - b. Web Services involves transmission services using the XML Schema through a Gateway Service. Small and Medium companies who delegate the actual submission of their data to a software vendor’s service would register with this option. Accordingly, large companies, who provide software to other companies and also use their own tool for transmitting files would register using this option. See the Implementation Guide for details on transmitting files (to request a copy of the Implementation Guide, send an email to AZWebFileSupport@azdor.gov).
 - c. Transmitters include Companies who work with Payroll Service Companies to transmit withholding data on a payroll service provider’s behalf. Many times these transmitters are referred to as software vendors

or providers. Transmitters only use Web Services, which is why you can only select the transmitter type after you select Web Services registration type. Transmitters are not required to agree with any terms of service and are not required to submit a Client List.

6. Mailing Address – This includes Address Lines, City, State, and Zip Code fields, along with a check box field signifying whether or not the address is a PO Box.
7. Primary Address – The physical address of the business. A PO Box cannot be used as a Physical Address. If the mailing and physical address are the same, check the “Same as Mailing” field.
8. ReCaptcha Validation – To ensure that automated programs do not abuse this service, users must enter text, provided by the ReCaptcha program, as shown in the box.
9. Terms of Service – If registering as a Preparer using Web Upload or Preparer using Web Services, you must read and agree to the Terms of Service before the “Register” button becomes available. Once it is available, you can click the check box to submit your Registration. Transmitters are not required to agree to the Terms of Service.

The screenshot shows the 'Payroll Service Company Registration' form on the AZ Tax website. The form is divided into several sections:

- Business Information:** Fields for Business Name, DBA - Doing Business As, and Business Email Address.
- Identification Numbers:** Fields for Tax Payer ID and Tax Payer ID Type (set to EN), with a 'Register for EIN' link.
- Transmit Method:** A dropdown menu set to 'Web Upload' with a 'Whats This' link.
- Mailing Address:** Fields for Address 1, Address 2, City, State (set to ARIZONA), and Zip. Includes a checkbox for 'This is a PO Box'.
- Primary Address:** Fields for Address 1, Address 2, City, State (set to ARIZONA), and Zip. Includes a checkbox for 'Same as mailing'.
- ReCaptcha:** A validation box with an image of the words 'орарыт' and 'quite', and a text input field for the user to type the words.
- Terms Of Service:** A scrollable text area containing the following text:

authorization can be accomplished in several ways, including Arizona Form 285, Arizona Form 821 or Arizona Form 821-PSC. Generally, the authorization must be on file with the Department.

To ease the administrative burden for both the payroll service company and the Department, a payroll service company may enter into a Memorandum of Understanding (MOU) with the Department. The MOU will allow the payroll service company to keep the authorizations on file at the payroll service company's office and provide them to the Department only upon request.

[Click here to view the MOU.](#) If you would like to enter into an MOU with the Department, print, sign and mail the completed MOU to the department with the payroll service company's registration signature card.
- Agreement:** A checkbox labeled 'I have read and agree to the Terms of Service'.

FIGURE 3

The Terms of Service field includes the following text:

Pursuant to A.R.S. § 43-418(C), payroll service companies must comply with certain statutory requirements concerning withholding taxes. By registering as a payroll service company, you agree to:

1. Be authorized in writing to act on behalf of each client

2. Keep clients' money held for payment of state withholding taxes separate from the money of the payroll service company
3. Timely make all withholding tax payments electronically
4. Timely file all withholding tax returns electronically
5. Electronically provide a client list to the Department including the name, address, tax identification number and federal deposit frequency of each client
6. Update the client list by the first of every month
7. Provide a copy of a contract with a client upon Department request
8. Comply with all other requirements as set forth in the statute or administrative rule.

Check here to agree to these statutory requirements. You cannot register without agreeing to these statutory requirements. The Department can disclose confidential taxpayer (client) withholding tax information to a payroll service company that is authorized, in writing by the taxpayer, to receive that information. This authorization can

be accomplished in several ways, including Arizona Form 285, Arizona Form 821 or Arizona Form 821-PSC. Generally, the authorization must be on file with the Department.

To ease the administrative burden for both the payroll service company and the Department, a payroll service company may enter into a Memorandum of Understanding (MOU) with the Department. The MOU will allow the payroll service company to keep the authorizations on file at the payroll service company's office and provide them to the Department only upon request.

Click here to view the MOU. If you would like to enter into an MOU with the Department, print, sign and mail the completed MOU to the department with the payroll service company's registration signature card. I have read and agree to the Terms of Service

WEB SERVICES REGISTRATION

The Web Services transmit method should be selected by PSCs who prefer to use a third party software vendor or transmitter to submit return, payment, and client list information via .xml files through the AZFSET Schema and Transmitters (for more information on transmitters, please reference the AZFSET Implementation Guide). When registering as a PSC using Web Services, the following screen and fields will be displayed:

1. Legal Name - Legal Business Name of the Payroll Service Provider.
2. DBA –Doing Business As - The Name the Payroll Service Provider operates under.
PLEASE NOTE: In accordance with IRS standards, special characters, commas and periods are not accepted. Do not include these when registering.
3. Business Email Address – The email address is your user ID for logging on the web portal.
4. Identification Numbers
 - a. Taxpayer ID – The 9 Digit identification number of the Taxpayer.
 - b. Taxpayer ID Type – Currently there is only one selection available. This selection is the EIN
 - c. Register for EIN - If you do not have an EIN, click on the “Register for EIN” link to get one.
5. Transmit Method – A drop down button displaying Web Upload and Web Service values. Only one can be selected during registration.

The screenshot displays the 'Payroll Service Company Registration' form on the AZTaxes.gov website. The form is structured as follows:

- Business Name:** A text input field.
- DBA - Doing Business As:** A text input field.
- Business Email Address:** A text input field.
- Identification Numbers:** Includes a field for Tax Payer Id, a dropdown for Tax Payer Id Type (set to EIN), and a link for 'Register for EIN'.
- Transmit Method:** A dropdown menu set to 'Web Service' with a link for 'What's This'.
- Preparer or Transmitter:** Radio buttons for 'Preparer' (selected) and 'Transmitter'.
- Mailing Address:** Fields for Address 1, Address 2, City, State (ARIZONA), and Zip. Includes a checkbox for 'This is a PO Box'.
- Primary Address:** Fields for Address 1, Address 2, City, State (ARIZONA), and Zip. Includes a checkbox for 'Same as mailing'.
- CAPTCHA:** A validation step with the text 'oranyt quite' and a 'Type the two words:' input field.
- Terms Of Service:** A section containing text about authorization methods and a link to view the MOU.

FIGURE 4

6. What's This? – This helpful link provides the definition of web upload and web services registration.
7. Preparer or Transmitter Radio Buttons – Displayed only if “Web Service” is selected as Transmit Method. This field allows you to choose whether you are acting as a Payroll Service Preparer or a Transmitter.
8. Mailing Address – This includes Address Lines, City, State, and Zip Code fields, along with a check box field signifying whether or not the address is a PO Box.
9. Primary Address – The physical address of the business. A PO Box cannot be used for Physical Address. If the mailing address is a physical address, the “Same as Mailing” check box field can be used.
10. Captcha Validation – Please enter the text as shown in the box.
11. Terms of Service – If registering as a Preparer using Web Services, you must read and agree to the Terms of Service before the “Register” button becomes available. Once it is available, you can click the check box to submit your Registration (refer to the previous page for a description of the Terms of Service).

TRANSMITTER REGISTRATION

The Transmitter registration type should be selected by 3rd party software vendors and Web Service Transmitters. When registering as a Transmitter, the following screen and fields will be displayed:

1. Legal Name - Legal Business Name of the Payroll Service Provider.
2. DBA –Doing Business As - The Name the Payroll Service Provider operates under.
3. Business Email Address – The email address for all confirmations and your user ID for logging on.
4. Taxpayer ID – The 9 Digit identification number of the Taxpayer.
5. Taxpayer ID Type – Currently there is only one selection available. This selection is the EIN (If you do not have an EIN, click on the “Register for EIN” link).
6. Transmit Method – A drop down button displaying Web Upload and Web Service values. Only one can be selected during registration.
12. What’s This? – This helpful link provides the definition of web upload and web services registration.
13. Transmitter Identification Numbers (EFIN & ETIN if registering as Transmitter). These will only be displayed if ‘Transmitter’ is selected.
14. Mailing Address – This includes Address Lines, City, State, and Zip Code fields, along with a check box field signifying whether or not the address is a PO Box.
15. Primary Address – The physical address of the business. A PO Box cannot be used for Physical Address. If the mailing address is a physical address, the “Same as Mailing” check box field can be used.
16. Captcha Validation – Please enter the text as shown in the box.

The screenshot displays the 'Payroll Service Company Registration' form on the AZ Tax Services website. The form is divided into several sections:

- Legal Name:** A text input field containing the letter 'n'.
- DBA - Doing Business As:** An empty text input field.
- Business Email Address:** A text input field containing 'nh@hotmail.com'.
- Identification Numbers:** Includes fields for 'Tax Payer Id', 'Tax Payer Id Type' (set to 'EN'), 'EFIN', and 'ETIN'. A 'Register for EIN' link is present.
- Transmit Method:** A dropdown menu set to 'Web Service' with a 'What's This' link.
- Preparer or Transmitter:** Radio buttons for 'Preparer' and 'Transmitter' (selected).
- Mailing Address:** Fields for 'Address 1' (3628 w willow), 'Address 2', 'Address 3', 'City' (phoenk), 'State' (ARIZONA), and 'Zip' (85029). Includes a 'This is a PO Box' checkbox.
- Primary Address:** Fields for 'Address 1', 'Address 2', 'Address 3', 'City', 'State' (ARIZONA), and 'Zip'. Includes a 'Same as mailing' checkbox.
- Security:** A CAPTCHA image with the text 'atintstv Ravana' and a 'Type the two words' input field.
- Footer:** A 'Register' button and a footer with 'Privacy | Accessibility | © Copyright 2011 Arizona Department of Revenue'.

FIGURE 5

EIN USE WITH MULTIPLE REGISTRATIONS

Note: THE ARIZONA DEPARTMENT OF REVENUE STRONGLY RECOMMENDS THAT ALL PAYROLL SERVICE COMPANIES WHO ARE REGISTERING AS MORE THAN ONE PSC TYPE (PAID PREPARER USING WEB UPLOAD, PAID PREPARER USING WEB SERVICES, AND/OR TRANSMITTER) USE A DIFFERENT EIN FOR EACH REGISTRATION.

REGISTRATION CONFIRMATION EMAIL

After clicking the Register button, you will receive a Registration Confirmation Email. The email, which includes an attached signature card, is sent automatically to the email address you provided during the registration process. In order to complete the registration you will need to, print, fill-in, sign, date, and mail the signature card to the address on the form. When the signature card is received by AZDOR a second email will be sent to you with instructions and a hyperlink to navigate you back to AZFSET to complete your registration.

SIGNATURE CARD EMAIL EXAMPLE:

AZDOR - Payroll Service Company Registration Intent Email

noreply@azdor.gov

Sent: Wed 3/30/2011 2:31 PM

To: Heffington, Nicole

Message SignatureCard.pdf (72 KB)

This is your email message confirming your intent to register as a Payroll Service Company or Transmitter.

In order to complete the registration process please complete, print, sign, date and return the signature card to the address on the form.

NOTE: An original signature is required; no email or fax transmission is allowed.

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

NOTICE: This e-mail (and any attachments) may contain PRIVILEGED OR CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. It may contain information that is privileged and confidential under state and federal law. This information may be used or disclosed only in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this e-mail (and any attachments). If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the original e-mail. Thank you. Wed Mar 30 2011 14:30:03

CONFIRMATION EMAIL EXAMPLE:

AZDOR - Payroll Service Company Registration Intent Email

noreply@azdor.gov

Sent: Wed 3/30/2011 2:57 PM

To: Heffington, Nicole

Please use the following link to complete your registration

<http://testefile.tdmz.int/AZFSetPortal/Account/RegistrationVerification/ICA9ICAgICAgICAgICAgOQ==/ICA9ICBpc2NpbGwgc2FtZQ==>

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

NOTICE: This e-mail (and any attachments) may contain PRIVILEGED OR CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. It may contain information that is privileged and confidential under state and federal law. This information may be used or disclosed only in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this e-mail (and any attachments). If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the original e-mail. Thank you. Wed Mar 30 2011 14:56:04

REGISTRATION COMPLETION

Upon clicking on the link within the email, you will be navigated to the “Create Account” page. Here, you will create a Password for your Payroll Service Provider account. Your password must be at least eight characters long and contain one uppercase letter, one number, and one special character...Password example = Test101*).

PLEASE NOTE: ONLY ONE EMAIL ADDRESS CAN BE USED PER REGISTRATION. PAYROLL SERVICE COMPANIES WHO REGISTER AS MORE THAN ONE TYPE OF PAYROLL PROVIDER (I.E. WEB UPLOAD, WEB SERVICE, AND/OR TRANSMITTER) ARE REQUIRED TO REGISTER SEPARATELY USING A DIFFERENT EMAIL ADDRESS FOR EACH REGISTRATION SUBMITTAL.



FIGURE 6

Once you create and confirm the new Password, and press the “Complete Registration” button, a “Thank You” message, for completing the Registration process, will be displayed. At this point, you will have the ability to log on to AZFSET and upload and/or transmit withholding files.

LOGGING ON

PLEASE NOTE: YOUR EMAIL ADDRESS IS YOUR USER ID WHEN LOGGING IN.

1. Click on the “Log On” menu link located at the very top of the screen (above the AZ.GOV logo).

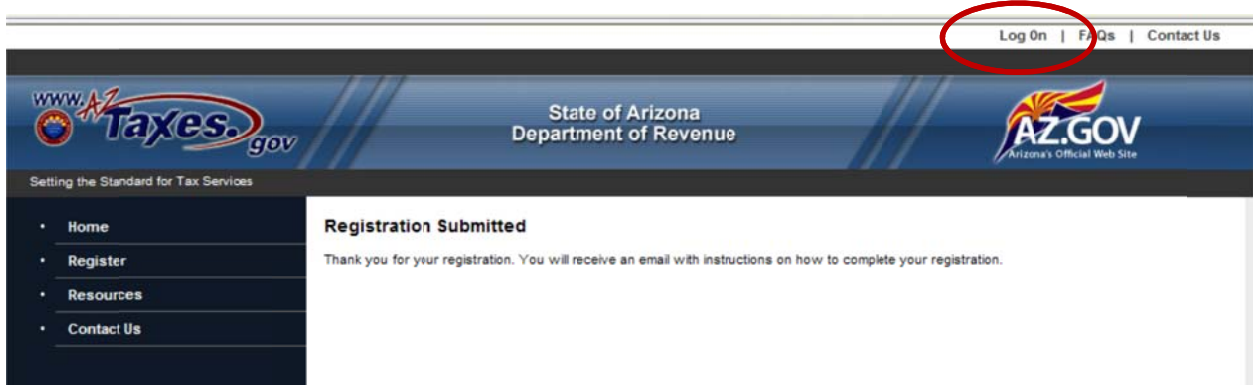


FIGURE 7

2. You are navigated to the Log On page, which requires you to enter a Username and Password.

3. Enter the Username (Email address used at the time of Registration) and your newly created password and click on the “Log On” button. If the username and password credentials are correct, the system will log you in and the screen will refresh to reflect your unique user name on the and user menu.

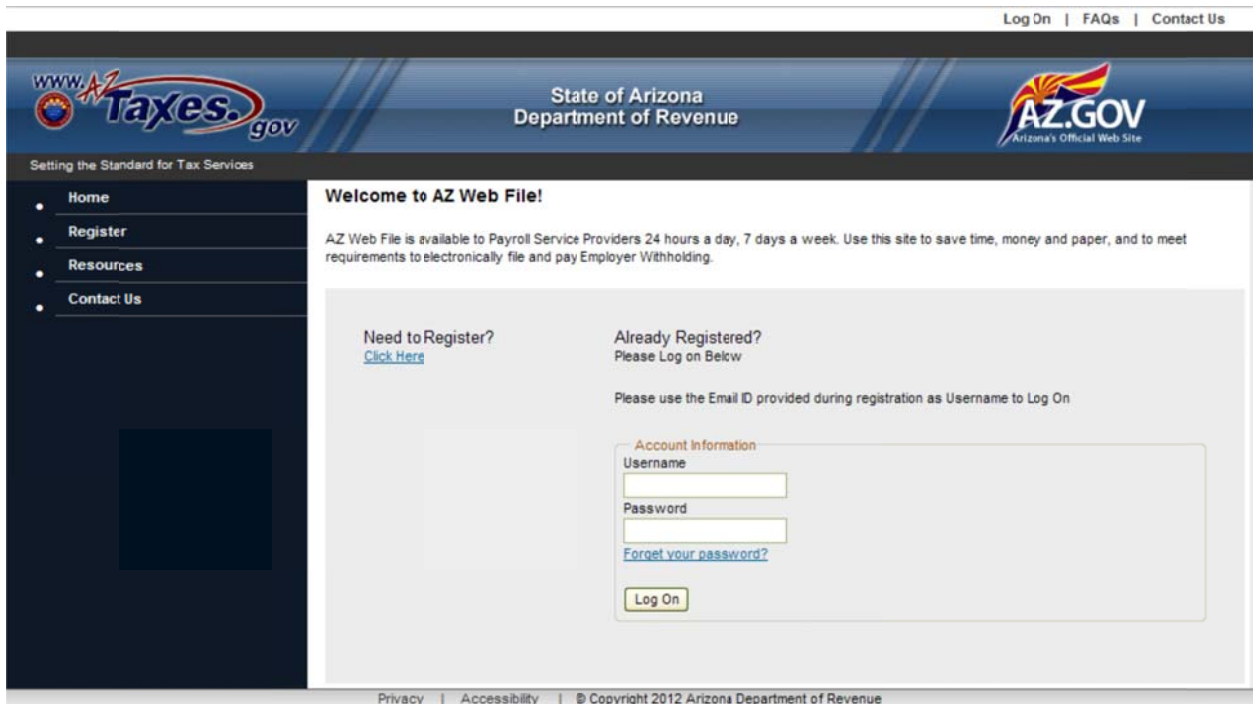


FIGURE 8

PASSWORDS

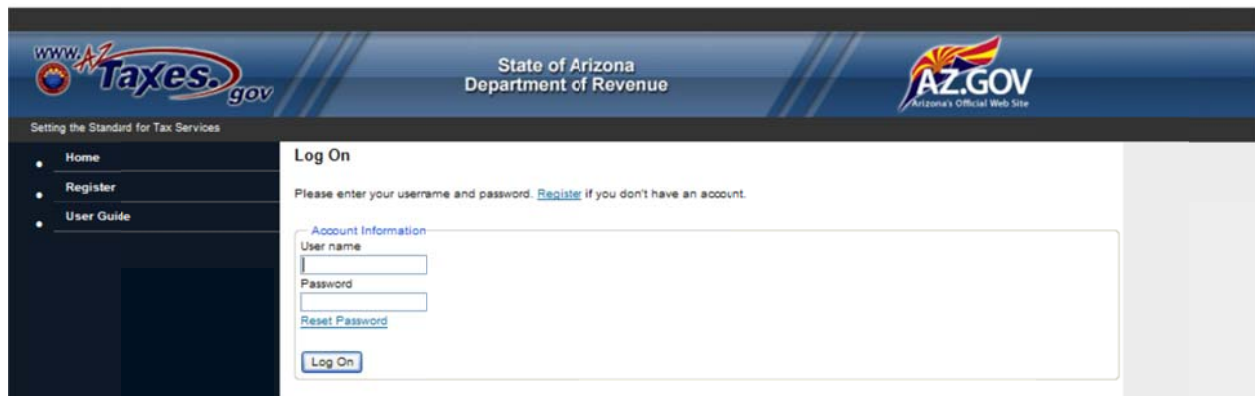
Passwords must be between 8 and 16 characters, include at least 1 number and a special character (ie. # \$!)

Note: The account will be locked after five consecutive failed attempts to login. To unlock the account you must wait thirty minutes from the last failed login attempt or you must obtain a new temporary password. To obtain a new temporary password click on “Forget Your Password” located on the homepage of this website.

[Forgot your password? How to Reset](#)

If you have forgotten your password, follow these instructions:

1. Go to homepage of this website
2. Enter your “Username”.
3. Select the “Forget Your Password” link.
4. An on-screen confirmation message of “Password reset and Email sent to account on file” will display.
5. Click “OK”.
6. Now you will need to check your Inbox of the Email address you used to register the account with us.
7. In your Inbox, you should see an Email from **noreply@azdor.gov** which contains a temporary password. Enter temporary password into the Password field. (Note: After you have logged in, you will be prompted to change your temporary password.)



The screenshot shows the login page for the AZ Tax Services website. The header includes the 'www.AZ Taxes.gov' logo, the text 'State of Arizona Department of Revenue', and the 'AZ.GOV' logo with the tagline 'Arizona's Official Web Site'. Below the header, there is a navigation menu with links for 'Home', 'Register', and 'User Guide'. The main content area is titled 'Log On' and contains the instruction: 'Please enter your username and password. [Register](#) if you don't have an account.' Underneath, there is a section for 'Account Information' with input fields for 'User name' and 'Password', a 'Reset Password' link, and a 'Log On' button.

FIGURE 9

PASSWORD RESET EMAIL EXAMPLE:

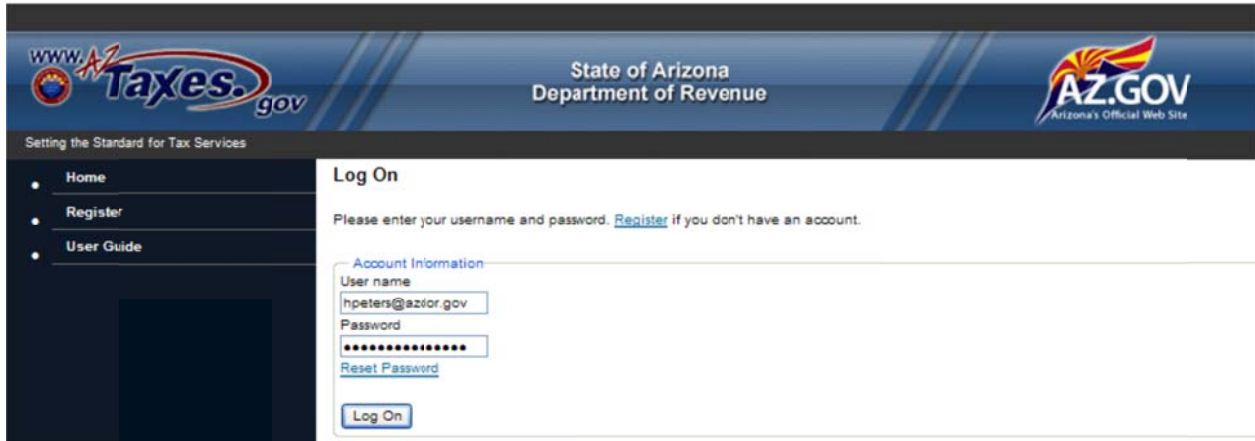
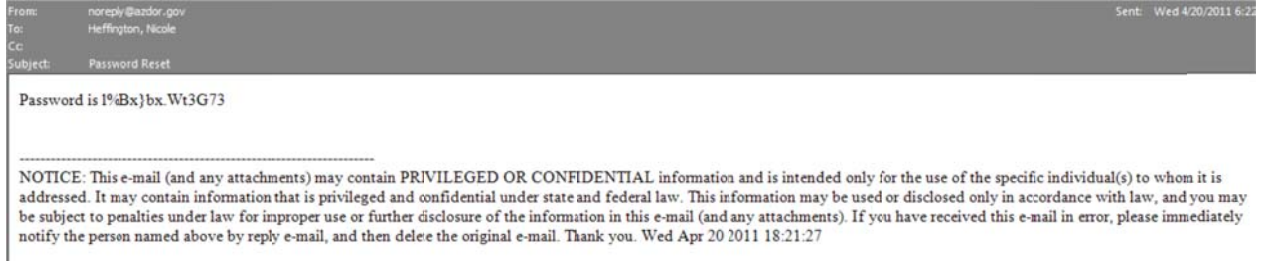


FIGURE 10

You will then be prompted to create a New Password. Enter the Temporary Password (provided in Email), New Password, and then the New Password again and click “Change Password”.

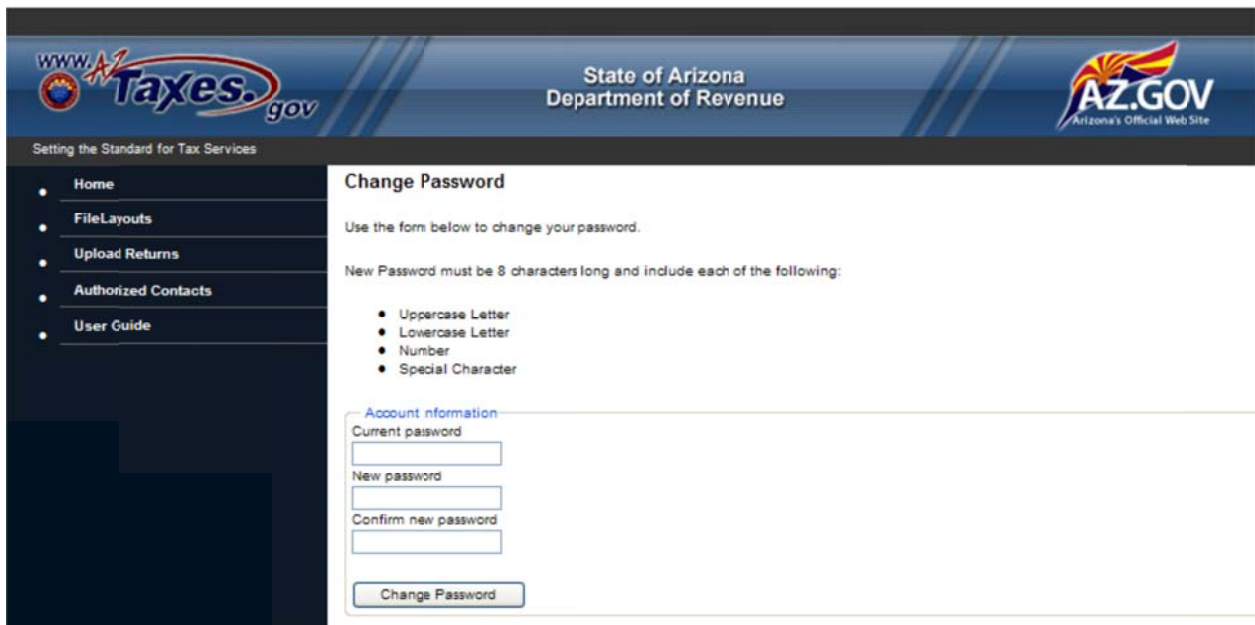


FIGURE 11

You will then receive a confirmation message that your password has been successfully changed. You will now be able to use your newly created Password the next time you Log On.



FIGURE 12

OVERVIEW

HOME PAGE

The Home Page is displayed after you validate your registration and log on as a returning user to upload your files. You can always return to this page by clicking on the “Home” link in the Left Navigation Menu.

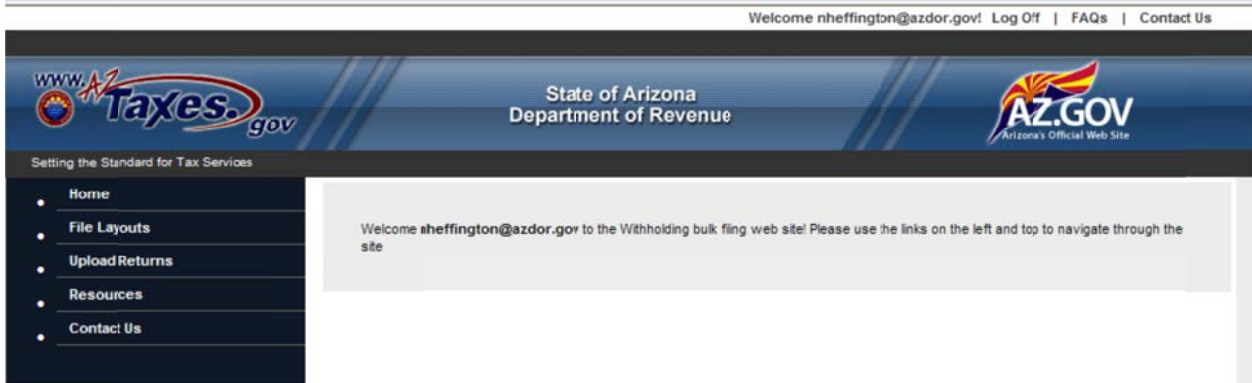


FIGURE 13

FILE LAYOUTS

The first step in being able to file a return using the Web Upload process is to determine and create the “File Layout” for each form type you will be submitting.

Creating the File Layout allows you to establish the order of the fields for data being sent within the file. “Required” fields must be provided for a file to be accepted. Both Required and Optional fields will be extracted and used by AZDOR.

Additional data can also be sent within the file as long as the “Filler” indicator is checked for the extra fields. For instance, if you need to include “Department”, simply add it as a field and make sure “Filler” is checked. Department would then become a field that is allowed to include data within the file with the understanding that the data will be transferred but, will not be extracted or used by AZDOR.

CREATING FILE LAYOUTS

1. Log On to the AZ Web Upload Site.
2. Click on “File Layouts” from the Left Navigation Menu to open the File Layouts window.



FIGURE 14

3. Select “Create New File Layout” (located in the upper-right corner of the page).



FIGURE 15

4. Select the “Form Type” from the “Form Type” drop-down:

- a. A1-QRT
- b. A1-APR
- c. A1-R
- d. A1-WP
- e. Client List

5. Click “Create” to begin formatting.

PLEASE NOTE: FILE FORMAT MUST BE .CSV (COMMA SEPARATED VALUE)

You are now able to enter the fields you will be supplying data within your file for:

- Position: The “placement” of the field within your file. (Position 1 = Column 1).
- Field: The “field name” for the data column.
- Format: Non Editable Field Showing Format of Data (Date, Numeric, etc.)

REQUIRED FIELDS

All of the fields shown for each form (A1-R, A1-WP, A1-APR, A1-QRT) need to be included as columns in your files. The “optional” and “required” notations within the Business Rules Engine Document (attachments 2-6) refer to the values within the fields. For example, on the client list, there are only four required fields. These refer to the values within those fields. Basically all of the fields need to be included as columns within the .csv file itself, but only four of those fields need to have values within them when you submit the file. Although these fields are not “removable”, the position of them within your file can be changed.

Setting the Standard for Tax Services

Form Type: Client List
File Format: CSV

	Field	Position	Length	Format	Required For Layout
Move Down	Client Name Line1	1	75	Alpha Numeric	Required
Move Up Move Down	Client Name Line2	2	30	Alpha Numeric	Required
Move Up Move Down	Client Address Line1	3	35	Alpha Numeric	Required
Move Up Move Down	Client Address Line2	4	35	Alpha Numeric	Required
Move Up Move Down	Client Address City	5	22	Alpha Numeric	Required
Move Up Move Down	Client Address State	6	2	Alpha Numeric	Required
Move Up Move Down	Client Address Zip Code	7	12	Numeric (Non Amount)	Required
Move Up Move Down	Client Phone Number	8	10	Numeric (Non Amount)	Required
Move Up Move Down	Client Type (Add, Change, Delete)	9	6	Alpha Numeric	Required
Move Up Move Down	Client Federal EIN	10	9	Numeric (Non Amount)	Required
Move Up Move Down	Client Federal Deposit Frequency	11	20	Alpha Numeric	Required
Move Up Move Down	Client BeginServiceEffectiveDate	12	10	Date	Required
Move Up	Client EndServiceEffectiveDate	13	10	Date	Required

[Add Filler](#)
[Create](#)
[Generate Sample File](#)

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FIGURE 16

ADD FILLER

If you want to add a field that is used internally by your organization, you can make it a filler field. This information can be provided; however, it will not be extracted or used by AZDOR.

MOVE UP/MOVE DOWN

The Move Up and Move Down fields allow you to adjust where the field position lies within the file.

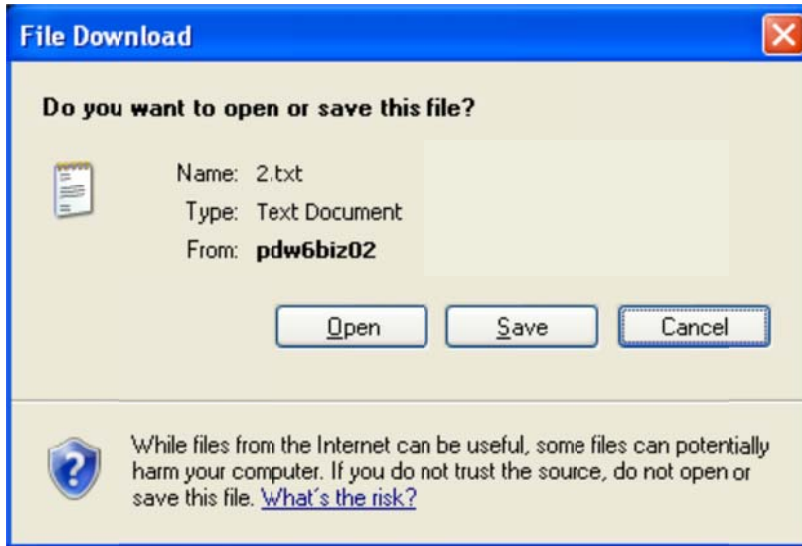


FIGURE 17

Save this example on your PC to use as a template for how data will be sent to AZDOR.

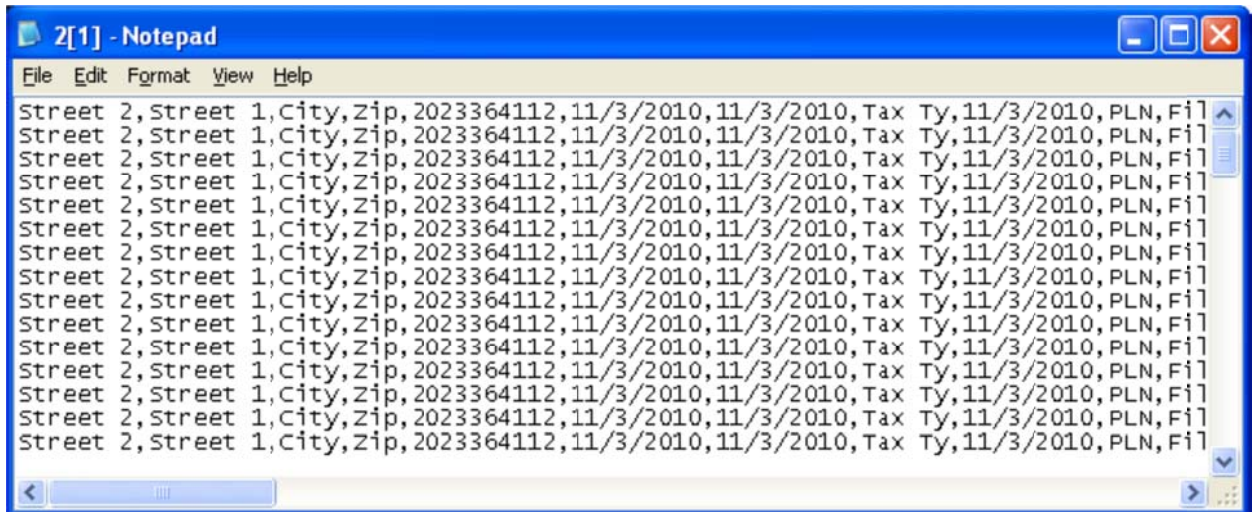


FIGURE 18

When you are satisfied with the inclusion of fields and their positioning within your file, press “Create”. Your format for the specified File Type will now be saved. You will then be navigated to the File Layouts page where you will see the recently created File Layout.

EDIT FILE LAYOUTS

STEPS TO EDIT A FILE LAYOUT

1. Log On to the AZFSET.
2. Click on “File Layouts” from the Left Navigation Menu to open the Upload Returns window.
3. If you need to make changes to the positioning of a field, Field Name, Format, or Add or Remove Filler, you will simply need to select the “Edit” link for the designated File Layout. You also have the ability to generate a Sample File from the Edit function.
4. Once you are satisfied with your edits, simply click the “Update” button to save the entries. You will then be navigated to the File Layouts page.



FIGURE 19

UPLOAD RETURNS

Files must be uploaded in the acceptable file format = CSV (Comma Separated Values). To do this, choose 'Save As' from the File menu. Excel will then display the Save As dialog box. In the 'Save As' Type drop-down list at the bottom of the dialog box, choose the CSV (Comma delimited) option. Use the other controls in the dialog box to specify a file name and location and then click on the Save button.

Excel may display a dialog box telling you that not all Excel features can be maintained in the format you have chosen. Click on Yes to continue saving the information in CSV format. If your file is not a .csv formatted file, it will not upload. A File Layout need only be created once for each Form Type. There is no need to create "multiple" File Layouts for any given form, however you do have the ability to do so if needed. File Layouts can be modified at any time except when there is a pending file to be processed.

STEPS TO UPLOAD RETURNS

LOG ON TO THE AZ WEB UPLOAD SITE

Click on "Upload Returns" from the Left Navigation Menu to open the Upload Returns window. The Upload Returns window will open displaying details about any recently uploaded files. Click the Upload New File link to begin the upload process:

1. The Create upload page will open.
2. Select the File Layout you will be uploading.
3. Choose the file you will be uploading by clicking "Browse" to locate the file on your PC.
4. Enter the number of Header Lines (number of columns, rows in header being sent, if any).
5. Enter the number of Footer Lines (number of rows in footer being sent, if any).
6. Click "Upload" to begin your upload to AZDOR. If no errors are received, you are ready to proceed to the next step of "Uploading Returns".

FIGURE 20

You will then be taken back to the Upload Return page where you have the option of uploading another file or, navigating to another part of the site.



FIGURE 21

Please note that helpful reference information such as Frequently Asked Questions, Power of Attorney and Memorandum of Understanding Forms, Implementation and User Guides, and Web Services Description Language (WSDL) are available on the AZFSET Resource page.

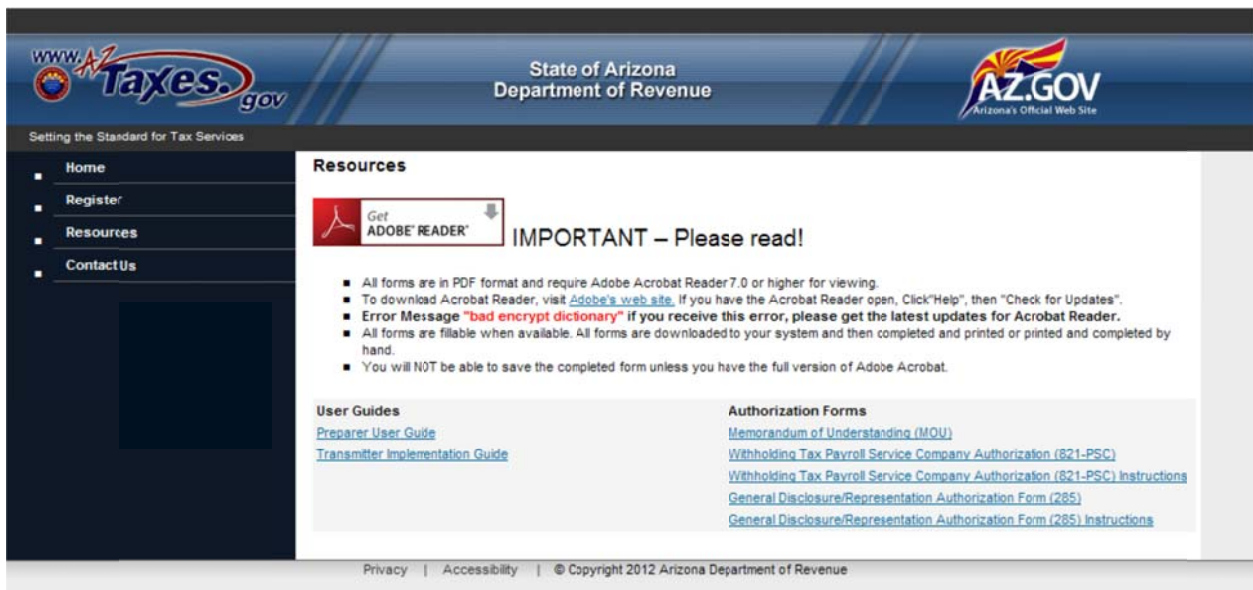


FIGURE 22

SUPPORTED BROWSER REQUIREMENTS

- Internet Explorer (IE) V8.0 and higher
- Firefox

FILE UPLOAD ERROR CODES

The following error codes and error code descriptions are generated from AZDOR data format, schema, and business rule engine validations. Over time and throughout the life of the AZFSET system, the error codes may change slightly in description and new errors codes may be added. The list below is provided merely as a reference to the main codes that users may encounter.

A1-QRT		
Error Codes	Error Description	Logic
103001 109115 101007 101008	Tax Year is Invalid Period Begin Date is invalid Period End Date is invalid Form type is incorrect for date provided	Triggered when Tax Year is empty or tax year is < 2011
101009	Preparer's Identification Number is invalid	Triggered when Preparer SSN matches to any of the values identified on INFO tab.
101010	Preparer's Firm Identification Number is invalid	Triggered when Firm EIN is empty or Firm EIN matches to any of the values identified on INFO tab.
101001	Taxpayer Identification Number is invalid.	Triggered when EIN matches to any of the values identified on INFO tab.
103000 109115 101007	Return Quarter is invalid Period Begin Date is invalid Period End Date is invalid	Triggered when Quarter is invalid
109007	Total payroll for quarter is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
103007	Prior Payments made for this Quarter is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
102021	Total Liability is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
103010	Total Amount Due is invalid	Triggered when this amount field is: * a negative value < - 999999999.99 * a positive value > 999999999.99
109118	Total Month 1 Liability is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109119	Total Month 2 Liability is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109120	Total Month 3 Liability is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
103006	Quarterly Tax Liability is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109014	Daily Tax Liability - 1st day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109015	Daily Tax Liability - 2nd day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109016	Daily Tax Liability - 3rd day of 1st month is	Triggered when this amount field is: * a negative value * a positive value > 999999999.99

	invalid	
109017	Daily Tax Liability - 4th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109018	Daily Tax Liability - 5th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109019	Daily Tax Liability - 6th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109020	Daily Tax Liability - 7th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109021	Daily Tax Liability - 8th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109022	Daily Tax Liability - 9th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109023	Daily Tax Liability - 10th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109024	Daily Tax Liability - 11th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109025	Daily Tax Liability - 12th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109026	Daily Tax Liability - 13th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109027	Daily Tax Liability - 14th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109028	Daily Tax Liability - 15th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109029	Daily Tax Liability - 16th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109030	Daily Tax Liability - 17th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109031	Daily Tax Liability - 18th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109032	Daily Tax Liability - 19th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a Positive value > 999999999.99

109033	Daily Tax Liability - 20th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109034	Daily Tax Liability - 21th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109035	Daily Tax Liability - 22th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109036	Daily Tax Liability - 23th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109037	Daily Tax Liability - 24th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109038	Daily Tax Liability - 25th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109039	Daily Tax Liability - 26th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109040	Daily Tax Liability - 27th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109041	Daily Tax Liability - 28th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109042	Daily Tax Liability - 29th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109043	Daily Tax Liability - 30th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109044	Daily Tax Liability - 31th day of 1st month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109118	Total Month 1 Liability is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109045	Daily Tax Liability - 1st day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109046	Daily Tax Liability - 2nd day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109047	Daily Tax Liability - 3rd day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109048	Daily Tax Liability - 4th day of 2nd month is	Triggered when this amount field is: * a negative value * a positive value > 999999999.99

	invalid	
109049	Daily Tax Liability - 5th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109050	Daily Tax Liability - 6th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109051	Daily Tax Liability - 7th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109052	Daily Tax Liability - 8th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109053	Daily Tax Liability - 9th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109054	Daily Tax Liability - 10th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109055	Daily Tax Liability - 11th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109056	Daily Tax Liability - 12th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109057	Daily Tax Liability - 13th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109058	Daily Tax Liability - 14th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109059	Daily Tax Liability - 15th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109060	Daily Tax Liability - 16th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109061	Daily Tax Liability - 17th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109062	Daily Tax Liability - 18th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109063	Daily Tax Liability - 19th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109064	Daily Tax Liability - 20th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99

109065	Daily Tax Liability - 21th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109066	Daily Tax Liability - 22th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109067	Daily Tax Liability - 23th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109068	Daily Tax Liability - 24th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109069	Daily Tax Liability - 25th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109070	Daily Tax Liability - 26th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109071	Daily Tax Liability - 27th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109072	Daily Tax Liability - 28th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109073	Daily Tax Liability - 29th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109074	Daily Tax Liability - 30th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109075	Daily Tax Liability - 31th day of 2nd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109119	Total Month 2 Liability is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109076	Daily Tax Liability - 1st day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109077	Daily Tax Liability - 2nd day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109078	Daily Tax Liability - 3rd day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109079	Daily Tax Liability - 4th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109080	Daily Tax Liability - 5th day of 3rd month is	Triggered when this amount field is: * a negative value * a positive value > 999999999.99

	invalid	
109081	Daily Tax Liability - 6th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109082	Daily Tax Liability - 7th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109083	Daily Tax Liability - 8th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109084	Daily Tax Liability - 9th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109085	Daily Tax Liability - 10th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109086	Daily Tax Liability - 11th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109087	Daily Tax Liability - 12th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109088	Daily Tax Liability - 13th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109089	Daily Tax Liability - 14th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109090	Daily Tax Liability - 15th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109091	Daily Tax Liability - 16th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109092	Daily Tax Liability - 17th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109093	Daily Tax Liability - 18th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109094	Daily Tax Liability - 19th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109095	Daily Tax Liability - 20th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109096	Daily Tax Liability - 21th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99

109097	Daily Tax Liability - 22th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109098	Daily Tax Liability - 23th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109099	Daily Tax Liability - 24th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109100	Daily Tax Liability - 25th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109101	Daily Tax Liability - 26th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109102	Daily Tax Liability - 27th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109103	Daily Tax Liability - 28th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109104	Daily Tax Liability - 29th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109105	Daily Tax Liability - 30th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109106	Daily Tax Liability - 31th day of 3rd month is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109120	Total Month 3 Liability is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109121	Bank Routing Transit Number Invalid	Triggers when "Bank Routing number" provided in Financial Transaction section is invalid
109000	Bank Account Number is invalid	Triggers when "Bank Account number" provided in Financial Transaction section is invalid
109004	Payment Amount is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109002	Requested Payment Date is invalid	Triggers when Payment section is provided and "Requested Payment Date" > 120 from todays date.
109001	Is an IAT Transaction	Triggers when Payment section is provided and "NotIATtransaction" is NOT checked.

A1-APR		
Error Codes	Error Description	LOGIC
103001 109115 101007 101008	Tax Year is Invalid Period Begin Date is invalid Period End Date is invalid Form type is incorrect for date provided	Triggered when a. tax year is empty b. tax year is < 2010 c. tax year > = current year
101009	Preparer's Identification Number is invalid	Triggered when Preparer SSN matches to any of the values identified on INFO tab.
101010	Preparer's Firm Identification Number is invalid	Triggered when Firm EIN is Empty or Firm EIN matches to any of the values identified on INFO tab.
101001	Taxpayer Identification Number is invalid.	Triggered when EIN matches to any of the values identified on INFO tab.
102009	Number of AZ Employees is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999
102010	Number of Federal Forms is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999
102017	Total Wages paid to AZ Employees is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
102001	Total Annual WTH Liability is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
102016	Total Amount of AZ Income Tax Withheld(as shown on federal forms) is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
102002	WTH Tax Payments Previously Made is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109108	Total payments is invalid	* a positive value > 999999999.99
109108	Total payments is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
102005	Balance of Tax Due is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
102006	Overpayment of Tax is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109121	Bank Routing Transit Number Invalid	Triggers when "Bank Routing number" provided in Financial Transaction section is invalid
109000	Bank Account Number is invalid	Triggers when "Bank Account number" provided in Financial Transaction section is invalid
109004	Payment Amount is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
109002	Requested Payment Date is invalid	Triggers when Payment section is provided and "Requested Payment Date" > 120 from todays date.
109001	Is an IAT Transaction	Triggers when Payment section is provided and "NotIATtransaction" is NOT checked.

A1-R		
Error Codes	Error Description	LOGIC
103001 109115 101007 101008	Tax Year is Invalid Period Begin Date is invalid Period End Date is invalid Form type is incorrect for date provided	Triggered when a. tax year is empty b. tax year is < 2010 c. tax year >= current year
101009	Preparer's Identification Number is invalid	Triggered when Preparer SSN matches to any of the values identified on INFO tab.
101010	Preparer's Firm Identification Number is invalid	Triggered when Firm EIN is Empty or Firm EIN matches to any of the values identified on INFO tab.
101001	Taxpayer Identification Number is invalid.	Triggered when EIN matches to any of the values identified on INFO tab.
102009	Number of AZ Employees is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999
102010	Number of Federal Forms is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999
102017	Total Wages paid to AZ Employees is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
102001	Total Annual WTH Liability is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
102016	Total Amount of AZ Income Tax Withheld(as shown on federal forms) is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
102011	1st Quarter Withholding is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
102012	2nd Quarter Withholding is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
102013	3rd Quarter Withholding is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99
102014	4th Quarter Withholding is invalid	Triggered when this amount field is: * a negative value * a positive value > 999999999.99

A1-WP		
Error Codes	Error Description	Logic
103001 109115 101007 101008	Tax Year is Invalid Period Begin Date is invalid Period End Date is invalid Form type is incorrect for date provided	Triggered when Tax Year is empty or tax year is < 2011
101001	Taxpayer Identification Number is invalid.	Triggered when EIN matches to any of the values identified on INFO tab.
103000 109115 101007	Return Quarter is invalid Period Begin Date is invalid Period End Date is invalid	Triggered when Quarter is invalid
109121	Bank Routing Transit Number Invalid	Triggers when "Bank Routing number" provided in Financial Transaction section is invalid
109000	Bank Account Number is invalid	Triggers when "Bank Account number" provided in Financial Transaction section is invalid
109004	Payment Amount is invalid	Triggered when this amount field is: * a negative value * a positive value > 99999999.99
109002	Requested Payment Date is invalid	Triggers when Payment section is provided and "Requested Payment Date" > 120 from todays date.
109001	Is an IAT Transaction	Triggers when Payment section is provided and "NotIATtransaction" is NOT checked.
103001 109115 101007 101008	Tax Year is Invalid Period Begin Date is invalid Period End Date is invalid Form type is incorrect for date provided	Triggered when Tax Year is empty or tax year is < 2011
101001	Taxpayer Identification Number is invalid.	Triggered when EIN matches to any of the values identified on INFO tab.

Client List		
Error Codes	Error Description	Logic
109111	Enrollment type is invalid	Trigger when not add, delete, change
109109 TBD	Client federal EIN is invalid Client is not registered for Withholding tax. Register the taxpayer and resubmit the name on a Client List once registration is completed	Triggered when EIN matches to any of the values identified on INFO tab. Triggered when the taxpayer is not registered by AZDOR for Withholding.
109112	Deposit frequency is invalid	Trigger when Client Federal Deposit Frequency value DOES NOT exist in the list of defined valid values
109010	Begin date is invalid	Trigger when incorrect format or end data > = begin date
109110	End date is invalid	Trigger when Incorrect format or begin data >= end date

Troubleshooting

WEB UPLOAD CHECKLIST

- Register for Web Upload
- Ensure you have proper access to the site. Log into AZWeb File (AZFSET) site
- Verify that you can access the File Layouts and Upload Returns links
- Read the Preparer User Guide
- Create a File Layout for the form(s) you will upload
- Create the csv layout for the forms (Client List, A1-R, A1-APR, A1-QRT and A1-WP)
- Upload Returns to the Department of Revenue
- Verify the File Processed
- Verify each record was accepted
- If records rejected, make changes
- Resubmit rejected records

TRANSMITTER CHECKLIST

- Register for Web Services Transmitter
- Ensure you have proper access to the site. Log into AZWeb File (AZFSET) site
- Verify that you can access WSDL link
- Read the Transmitter Implementation Guide
- Build client tool to submit files via SOAP messaging
- Create the XML schema layout for the forms (Client List, A1-R, A1-APR, A1-QRT and A1-WP)
- Transmit files to the Department of Revenue
- Request Acknowledgements (1. GetNewAcks 2. GetAcks) from the Department of Revenue

RELATED DOCUMENTS
ATTACHMENTS

Business Rule Engine Spreadsheet 06-12-2014

Each tab within the spreadsheet includes a detailed file layout definition that can be used as a reference when structuring information to be uploaded. These files must be submitted in a CSV format.

A1-APR - Header Only

A1-APR - Header and Column Count

A1-QRT - Current - Header Only

A1-QRT - Current - Header and Column Count

A1R - Header only

A1R - Current - Header and Column Count

A1WP - Header only

A1WP - Header and Column Count

Client List - Header Only

Client List - Header and Column Count

Files are provided with and without a column count to assist in generating the correct formatting. The column count corresponds to the Position ID from the Business Rule Engine.

Sample Web Upload Forms Layout

This document outlines the required fields and the accepted values within each field for all withholding forms.

If you have further questions please contact us at:
AZWebFileSupport@azdor.gov