

AZTaxes.gov: Adding a New Location to Your Business Profile

Transaction Privilege Tax



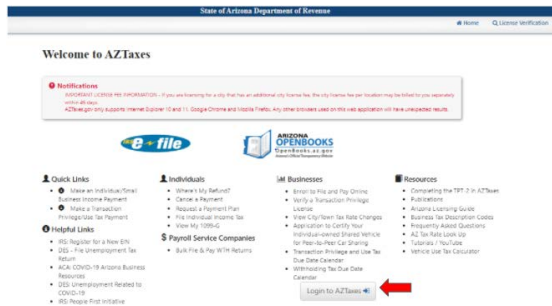
January 2022

www.azdor.gov

To access account information online, a business must be registered in AZTaxes.gov and the business user must have a Username and Password to access the AZTaxes.gov website.

1 Log into AZTaxes.gov

On the AZTaxes.gov home page, click **Login** on the top of the screen or under “Businesses”. Next, enter your Username and Password in the Business User Login.



Business User Login

Email

Password

[Login](#)

[Forgot Your Password?](#)

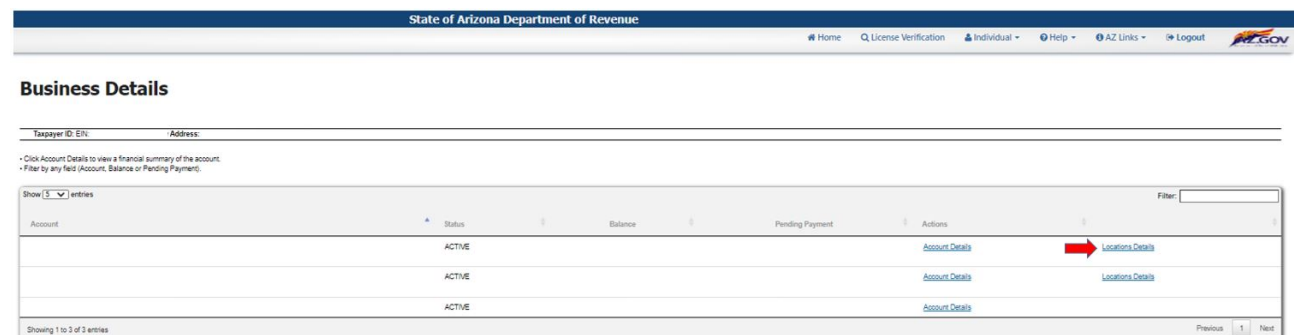
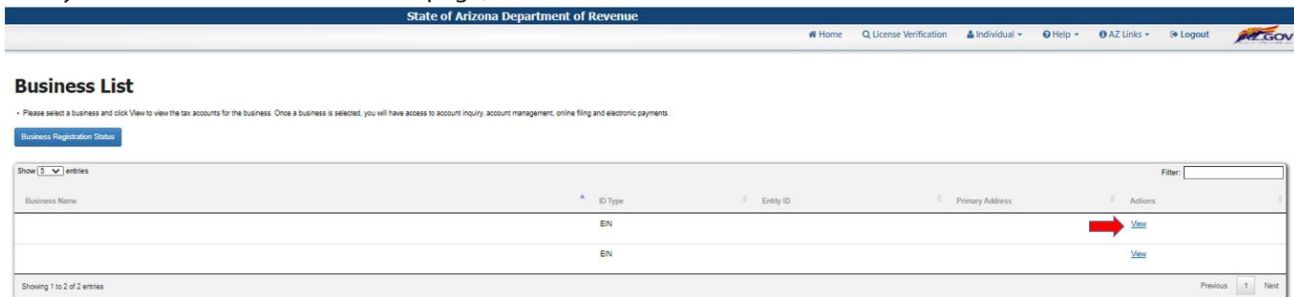
[New User Enrollment?](#)

2 Business List and Details

The **Business List** page is the main page for your account access once you log into AZTaxes.gov.

Click on the business you would like to access and click **View**. This will grant you access to account inquiry, account management, online filing, and electronic payments.

Once you are on the **Business Details** page, click **Location Details**.



AZTaxes.gov: Adding a New Location to Your Business Profile

January 2022

Transaction Privilege Tax

3 Location Details

You will then navigate to the **Location Details** page, which lists all your current business locations.

Click **Account Update**.

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Home License Verification Individual Help AZ Links Logout

Location Details

Account: _____ Account ID: _____
Mailing Address: _____

• Use Filter to filter and display specific information by field.
• As part of location based reporting on your Transaction Privilege tax return, it is important to report your tax per locations. Below are the Location(s) on record with the department and the assigned Location Code(s). You can add locations if necessary by clicking Account Update. New locations may take up to 4 hours to display.

Show 5 entries Filter: _____

Location Code	DBA Name	Location Address	City	State	Zip Code	Start Date	End Date
001							

Showing 1 to 1 of 1 entries

Previous 1 Next

Back Account Update

4 Business Account Update

This will bring you to the **Welcome to the Business Account Update** page.

Click **View/Update Locations**.

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Welcome to the Business Account Update

Taxpayer ID: EIN _____ Primary Address: _____

You can update certain information about your account(s) and sign electronically using your e-signature pin. Not all updates are available online at this time. If the account update you need is not listed below, visit the [Transaction Privilege Tax](#) page and fill out the paper Business Account Update form.

Update Mailing Address

- View current mailing address
- Change it to a new address
- Available for the following account types: Corporate, Withholding and Transaction Privilege and Use Tax

Close Account

- Close your account if you are no longer in business
- Available for the following account types: Withholding or Transaction Privilege and Use Tax

View/Update Location(s)

- View the Location(s) associated with your TPT License
- You can view the Location Code assigned to each location

Edit Location information

- Add a new location to your existing license
- Close a location on your existing license
- Add and/or Remove Region/Business notes for each location

Please note: License fees may result for adding locations and/or regions. You will be notified if any fees are assessed.

Back Update Mailing Address Close Account(s) View/Update Location(s)

5 Business Account Update - Location Detail

This will bring you to the **Business Account Update - Location Detail** page. Click **Continue**.

Business Account Update - Location Detail - In Progress

Account: _____ Account ID: _____
Mailing Address: _____

One or more location modifications for this account are in progress.

- Select Back to return to the previous page.
- Select Delete to cancel all pending changes.
- Select Continue to review/edit pending changes.

Back Delete Continue

AZTaxes.gov: Adding a New Location to Your Business Profile

Transaction Privilege Tax

6 Business Account Update - Location Detail - Add Location

Once routed to the next screen, click **Add a Location**.

State of Arizona Department of Revenue

Home License Verification Individual Help AZ Links Logout

Business Account Update - Location Detail

Location List

Account: Account ID:

Mailing Address:

As part of location based reporting on your Transaction Privilege tax return, it is important to report your tax per location. Below are the location(s) on record with the department and the assigned location Code(s).

- To add a location that is not listed on the location list, click the "Add a Location" button. You can make up to 25 updates per transaction. New locations may take up to 4 hours to display on the location list.
- To add and/or remove region/business codes, click on Edit in the Actions column next to the desired location.
- To close a location, click Close in the Actions column next to the desired location.
- To undo an update recently made to a location, click Cancel in the Actions column next to the desired location.
- When all locations have been updated to completion, click the "Continue" button to proceed.

Show 5 entries Filter:

Location Code	DBA Name	Location Address	City	State	Zip Code	Start Date	End Date	Status	Actions
001									

Showing 1 to 1 of 1 entries Previous Next

Back Add a Location

Enter your location information and click **Verify Location Address**.

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Home License Verification Individual Help AZ Links Logout

Add Location

Account: Account ID:

Mailing Address:

Location Address:

- Enter Location Address Information
- Click on Validate Location Address
- After the address authentication process, Click Save And Continue

What is the name of your location? *

Is this a Non-Arizona address?

What is the date this location began business? *

What is your location address?

Address *

Apt/Suite/Other (if applicable)

City *

Zip Code *

What is the phone number for this location?

Cancel And Go Back Save And Continue Validate Location Address

If AZTaxes is unable to validate the address, a message will appear, select if you would like to keep the address as entered or you may choose to go with the option returned by AZTaxes. Make your selection and click **Close**.

Address Authentication

We were unable to validate the address as entered

Note: P.O. Boxes do not go through the address validation process. If the address entered is a P.O. Box, select "Keep my original address" and click Close.

Address you entered:

Address:

Apt/Suite/Other:

City:

State:

Zip Code:

Choose one from the options below: *

Keep my original address

Choose address returned by AZTaxes

Close

AZTaxes.gov: Adding a New Location to Your Business Profile

January 2022

Transaction Privilege Tax

Once your location address has been verified, you can then click **Save and Close**.

The screenshot shows the 'Add Location' form in the AZTaxes.gov system. The form includes the following fields and buttons:

- Location Name:** A text input field with a red asterisk indicating it is required.
- Is this a Non-Arizona address?:** A checkbox.
- Start Date:** A date input field with a red asterisk.
- Address:** A text input field with a red asterisk.
- Apt/Suite/Other (if applicable):** A text input field.
- City:** A text input field with a red asterisk.
- Zip Code:** A text input field with a red asterisk.
- Phone Number:** A text input field.
- Buttons:** 'Cancel And Go Back', 'Save And Continue', and 'Validate Location Address'.

A red arrow points to the 'Save And Continue' button, and another red arrow points to the 'Validate Location Address' button.

7 Region Codes

Next, choose this location's **Region Code** from the drop down menu. Then, select the location's **Business Code** which will generate once you select your region.

Once you have chosen the business code, click **Add** and your selection will appear in the **Selected Region Business Code** section.

If you agree with what is listed in Selected Region Business Code section, click **Save and Continue**.

If you do not agree, add and remove region/business codes as needed until satisfied.

The screenshot shows the 'Add Region Business Code(s)' form in the AZTaxes.gov system. The form includes the following fields and buttons:

- Region code:** A dropdown menu with a red asterisk.
- Available Business code:** A list box with a red asterisk.
- Selected Region Business code:** A list box.
- Buttons:** 'Add (+)', 'Remove (-)', 'Cancel And Go Back', and 'Save And Continue'.

Red arrows point to the 'Region code' dropdown, the 'Available Business code' list, and the 'Add (+)' button.

AZTaxes.gov: Adding a New Location to Your Business Profile

January 2022

Transaction Privilege Tax

8 Business Account Update - Location Detail page

This will take you back to the **Business Account Update - Location Detail** page.

Please note, if you have previously added locations without submitting, the location will show as PENDING, which means the process was not previously completed and your changes were not successfully saved.

Click **Continue**.

State of Arizona Department of Revenue

Home License Verification Individual Help AZ Links Logout

Business Account Update - Location Detail

Location List

Account: Mailing Address: Account ID:

As part of location based reporting on your Transaction Privilege tax return, it is important to report your tax per location. Below are the location(s) on record with the department and the assigned location Code(s).

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- To undo an update recently made to a location, click Cancel in the Actions column next to the desired location.
- When all locations have been updated to completion, click the "Continue" button to proceed.

Add a Location

Show 5 entries Filter:

Location Code	DBA Name	Location Address	City	State	Zip Code	Start Date	End Date	Status	Actions
001								Open	Edit / Close
Pending								New	Edit / Delete

Showing 1 to 2 of 2 entries Previous 1 Next

Back Continue

9 Fee Summary

This will take you back to the **Fee Summary** page for you to pay applicable licensing fees for your location(s).

Click **Continue**.

State of Arizona Department of Revenue

Home License Verification Individual Help AZ Links Logout

Fee Summary

Account: Mailing Address: Account ID: License

License fees are calculated by location.

Total Fees Due:				
Location Code	Doing Business As			
Pending	Test Location 2			
Region Code	Region Name	Business Codes	Number of Units	Fee Amount
				0
Cities Subtotal			(Total fees for all cities for this location)	
State/County Subtotal			(All AZ Counties for this location)	
			Grand Total for this location	

Back Continue

AZTaxes.gov: Adding a New Location to Your Business Profile

Transaction Privilege Tax

10 Payment Information - Bank Account Update

On this page, enter your banking information. You are required to enter your routing number and account number twice and check to acknowledge the Automated Clearing House agreement.

Click **Continue**.

11 Review and Submit

Next, the **Review and Submit** page will display. This is where you will enter your E-Signature Pin and finalize adding this location.

Click **Submit**.

AZTaxes.gov: Adding a New Location to Your Business Profile

11 Business Account Update Confirmation

Once the business account update has been submitted a **Confirmation Page** will display. If there are any questions in regards to this update, please take note of your confirmation number and have this accessible when contacting the Arizona Department of Revenue.

Please allow 4 hours to process the update.

What should you expect?

Your business will display with the changes that you have submitted. If you have added a location, it will be assigned a location code.

The screenshot shows the 'Business Account Update Confirmation' page on the Arizona Department of Revenue website. At the top, there is a navigation bar with links for Home, License Verification, Individual, Help, AZ Links, and Logout, along with the AZ.GOV logo. Below the navigation bar, the page title 'Business Account Update Confirmation' is displayed. Underneath the title, there are two fields: 'Account:' and 'Mailing Address:' on the left, and 'Account ID: License' on the right. The main content area is a light gray box containing the following text: 'Your Business Account Update(s) has been submitted to the Arizona Department of Revenue. Your Business Account Update Confirmation number(s) are: [redacted]. Your Payment confirmation number is: [redacted]. Please have this number if contacting the Arizona Department of Revenue about these transactions. Payment Amount is: [redacted]. Allow 4 hours to process your update. What should I expect? Your business will display with the changes that you have submitted. If you have added a location, it will be assigned a location code. What if I need to make more changes? If you need to make more changes, click Business Account Update. What if I have questions? Should you have questions, please Contact Us.' At the bottom of the page, there is a small survey link: 'Tell us what you think! In an effort to maximize your AZTaxes experience, ADOR would like to hear your comments, feedback, and suggestions. Please click here to complete a short survey.'