

## What's happening?

On the evening of Wednesday, June 15, 2016, the Arizona Department of Revenue ("Department") updated Arizona Luxury Tax Online ("ALTO"). The update was scheduled to avoid interruptions during normal business hours. The update includes several enhancements, some of which resulted from feedback provided by our valued customers. Please read this notification carefully as it contains important information regarding system changes that may impact you.

## What was corrected and what new features are available?

### Cigarette Rebate Requests

The Department has developed a solution to ease the burden of filing cigarette rebate requests.

**Auto-fill feature:** Users are now able to auto-fill rebate requests with data submitted on a cigarette return previously filed through ALTO. To populate the rebate request, users will simply select the filing period and all reported **sales** to and **credits** from a vendor reported as a **tribal retailer** for the selected filing period will auto-fill. Individual transactions can be edited, deleted and added after the request is populated. By using this feature, users assume full responsibility for the accuracy of information submitted on the request. Below are a few things to consider:

- *Transactions from uploaded cigarette returns can be used to auto-fill a cigarette rebate request immediately after submitting the return.*
- *For processing reasons, transactions from manually-entered cigarette returns can be used to auto-fill a cigarette rebate request the next business day.*

### All Rebate Requests

**Tribal Retailer Credits:** Users now have the option to enter credits from tribal retailers on manual and auto-filled rebate requests. Credit transactions result when tobacco products are returned to the tobacco distributor by a tribal retailer. These transactions will generate an offsetting debit (or tax due) on the rebate request.

**Claim Handling Instructions:** A new feature has been added to allow users to direct the manner in which the Department handles account credits resulting from approved rebates. Users may select from the following options which will direct approved rebate credits after any past due liabilities have been satisfied.

- Please refund this credit
- Please use this credit to offset my tobacco account(s)

The next page contains images of the enhanced cigarette rebate request screens.

1. Begin Your Claim

## Begin Your Claim

### Before You File a Claim Online

Supporting documentation must be uploaded for each request. Please have your supporting documentation ready before you proceed with this process. If you have more than ten (10) minutes of inactivity while filing your request, the system will time out.

### Supporting Documentation Requirements

- For tribal rebate required documentation, see [Arizona Luxury Tax Procedure 15-3](#) (hyperlink to azdor.gov).
- Upload file types must be .pdf or .png, however individual files can be combined into a compressed .zip folder.
- Only one file or .zip folder can be uploaded for each request.
- Upload files should not exceed 10 Megabytes in size. For larger files, please contact the Luxury Tax Unit.

### Claim Handling Instructions

If approved, how should the Department handle excess credits once this claim has been fully processed?

- Please refund this credit
- Please use this credit to offset my tobacco account(s)

I want to auto-fill this rebate claim from my filed cigarette tax return\*

Yes No

*\*This feature is available the same day for uploaded returns. Transactions from manually filed returns will not be available until the return is processed.*

Save and Finish Later

Save and Continue

Cancel

Next

Page 2 of the cigarette rebate request is shown below:

1. Begin Your Claim

2. Auto-Fill Your Rebate Claim

## Auto-Fill Your Rebate Claim

All sales and credit transactions involving tribal retailers filed for the period selected below will attempt to auto-fill on this rebate claim. Transactions can be edited, deleted and added after the request is populated.

**By using this feature you are assuming full responsibility for the information submitted for this rebate claim.**

Select Filing Period  Required

Save and Finish Later

Save and Continue

Cancel

Previous

Next

If no results are found for the period selected using the auto-fill option, the message below will be displayed.

1. Begin Your Claim

2. Auto-Fill Your Rebate Claim

3. Auto-Fill Results

## Auto-Fill Results

No results were found for the selected filing period.

- Verify that the return was submitted to the Department for processing
- Verify the return submitted for the selected period has tribal sales or credits
- If your return transactions were added to the return manually instead of being uploaded, please wait an additional business day to auto-fill a rebate claim
- If you continue to have problems, please contact the Tobacco Tax Unit for help at (602) 716-7808

Save and Finish Later

Save and Continue

Cancel

Previous

Next

## Stamp Order Accounts

Several users with multiple locations have requested a stamp order account for each business location. This feature has been added. Pre-existing stamp order accounts will be moved to the primary business location. A new stamp account will be added to each additional location with a cigarette account.

## Bond Waivers for Indian Reservation Tobacco Tax

Tobacco distributors with bond waivers are now registered and identified in the system. Distributors with a bond waiver indicator will be able to purchase red stamps online with deferred payment.

## Stamp Order Payment Due Date

The system will mark eligible bond waiver stamp orders (red stamps only) and stamp orders on accounts with surety bonds as due on the 20<sup>th</sup> of the following month. **Orders placed for accounts with bond waivers must only include red stamps. The inclusion of other stamp types will require immediate payment on the entire order.** Below is additional information regarding credit offsets.

- Offsets between different accounts will not occur if the liability in the period of the receiving account is not yet due.

*Example: The OTP account has a credit balance of \$5,000. A stamp order is placed on June 15, 2016 with a future effective date of July 20, 2016, due to a surety bond or an order of red stamps with a bond waiver. The stamp order is not eligible for offset until July 20, 2016.*

- Stamp orders involving bond waivers with red and blue stamps combined will have a same day effective date.

*Example: A distributor with a bond waiver places a stamp order on June 15, 2016 for red and blue stamps and the order is filled on June 16, 2016. Because the order includes blue stamps, the order will post with an effective date of June 16, 2016, even if the account has a red stamp waiver.*

- Offsets within the same account will continue to occur instantaneously.

## Armored Transport Pickup:

A new delivery method option has been added to the Stamp Request Form. This option will advise the person filling the stamp order that an armored transport company will be used to pick up the order. Once filled, the order should be placed in the Department's facilities location to await pick up.

**Delivery Method**

How would you like to receive your stamp order?

<input checked="" type="radio"/> Armored Transport Pickup	<input type="radio"/> Authorized Rep Pickup	<input type="radio"/> FedEx Shipment
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## Where can I get more information or assistance?

If you have any problems accessing ALTO, performing tasks, or need additional information please contact the Tobacco Tax Unit.

Email: [Luxurytax@azdor.gov](mailto:Luxurytax@azdor.gov)

Phone: (602) 716-7808