



# TRANSACTION PRIVILEGE TAX APPLICATION – SHORT FORM

ARIZONA DEPARTMENT OF REVENUE  
License Compliance Unit:  
1600 W. Monroe, Ste. 620 DC: 16  
Phoenix, AZ 85007

This application is **ONLY** for Transient Vendors who do not have Arizona employees. For licensing questions about transaction privilege or withholding taxes call (602) 716-6157 or (602) 716-6438. Please return completed application with appropriate fees to the address below.

**You can register, file and pay for this application online at [www.AZTaxes.gov](http://www.AZTaxes.gov). It is fast and secure.**

### Section A: Business Information – Incomplete applications will not be processed. All required information is designated with asterisk \*

1 Do you have Arizona employees? <input type="checkbox"/> No <input type="checkbox"/> Yes (STOP fill out a JT-1)		2 Federal Employer Identification Number or Social Security Number		3 License Type – <i>Check all that apply:</i> <input type="checkbox"/> Transaction Privilege Tax (TPT) <input type="checkbox"/> Use Tax <input type="checkbox"/> TPT for Cities ONLY	
4 Type of Organization/Ownership – <i>Tax exempt organizations must attach a copy of the Internal Revenue Service's letter of determination.</i> <input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Subchapter S Corporation <input type="checkbox"/> Government <input type="checkbox"/> Joint Venture <input type="checkbox"/> Corporation <input type="checkbox"/> Association <input type="checkbox"/> Estate <input type="checkbox"/> Receivership State of Inc. _____ Date of Inc. <u>MM,DD,YYYY</u> <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Liability Partnership					
5* Legal Business Name			6 Business Name, "Doing Business As" or Trade Name at this Physical Location		
7 Mailing Address – number and street		City		State	ZIP Code
8* Business Phone No. (with area code)			9 Email Address		
10 Location and Date of Events/Swap Meets			10a Reporting City		
11* Physical Location of Business (No license will be issued without this information) City				State	ZIP Code
12 Is your business located on an Indian Reservation? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please tell us which one _____					
13 Description of Business: <i>Describe merchandise sold or taxable activity.</i>				NAICS Code: <b>454390</b>	

### Section B: Identification of Owners, Partners, Corporate Officers

*If you need more space, attach Additional Owner, Partner, Corporate Officer(s) form available at [www.azdor.gov](http://www.azdor.gov). If the owner, partners, corporate officers or combination of partners or corporate officers, members and/or managing members own more than 50% of or control another business in Arizona, attach a list of the businesses, percentages owned and unemployment insurance account numbers or provide a Power of Attorney (Form 285) which must be filled out and signed by an authorized corporate officer.*

Owner 1	*Social Security No.	*Title	*Last Name	First Name	Middle Intl.
	*Street Address		*City	*State	* % Owned
	*ZIP Code	*County	*Phone Number (with area code)	*Country	
Owner 2	*Social Security No.	*Title	*Last Name	First Name	Middle Intl.
	*Street Address		*City	*State	* % Owned
	*ZIP Code	*County	*Phone Number (with area code)	*Country	

### Section C: Transaction Privilege Tax (TPT)

1 Date Business Started in Arizona <u>MM,DD,YYYY</u>	2 Date Sales Began <u>MM,DD,YYYY</u>	3 What is your Estimated Tax Liability for your first twelve months of business?
4 Filing Frequency <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Seasonal <input type="checkbox"/> Annual    If seasonal filer, check the months for which you intend to do business: <input type="checkbox"/> JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC		

### Section D: Required Signatures

Taxpayer's Signature*	Date
-----------------------	------

FOR AGENCY USE ONLY				
TPT	Withholding	NAICS Code	Business Code	PRG Code
Cities				

Name (as shown on page 1)	FEIN or SSN (as shown on page 1)
---------------------------	----------------------------------

**SECTION E: State/County & City License Fee Worksheet**

ALL FEES ARE SUBJECT TO CHANGE. Check for updates at [www.azdor.gov](http://www.azdor.gov).  
**IMPORTANT LICENSE FEE INFORMATION:** During the transitional period between November 1, 2016 and January 1, 2017, if you are licensing for a city that has an additional city license fee, the city license fee per location may be billed to you separately within 45 days. After January 1, 2017 all city license fees should be paid at the time of application.

To calculate **CITY FEE:** Multiply **No. of Locations** by the **License Fee** and enter sum in **License Subtotal**.

City/Town	Code	No. of Loc's	License Fee	License Subtotal	City/Town	Code	No. of Loc's	License Fee	License Subtotal	City/Town	Code	No. of Loc's	License Fee	License Subtotal
Apache Junction	AJ		\$50.00		Goodyear	GY		\$5.00		Sahuarita	SA		\$5.00	
Avondale	AV		\$0.00		Guadalupe	GU		\$2.00		San Luis	SU		\$2.00	
Benson	BS		\$5.00		Hayden	HY		\$5.00		Scottsdale	SC		\$50.00	
Bisbee	BB		\$1.00		Holbrook	HB		\$1.00		Sedona	SE		\$2.00	
Buckeye	BE		\$2.00		Huachuca City	HC		\$2.00		Show Low	SL		\$2.00	
Bullhead City	BH		\$2.00		Jerome	JO		\$2.00		Sierra Vista	SR		\$1.00	
Camp Verde	CE		\$2.00		Kearny	KN		\$2.00		Snowflake	SN		\$2.00	
Carefree	CA		\$10.00		Kingman	KM		\$2.00		Somerton	SO		\$2.00	
Casa Grande	CG		\$2.00		Lake Havasu	LH		\$5.00		South Tucson	ST		\$2.00	
Cave Creek	CK		\$20.00		Litchfield Park	LP		\$2.00		Springerville	SV		\$5.00	
Chandler	CH		\$50.00		Mammoth	MH		\$2.00		St. Johns	SJ		\$2.00	
Chino Valley	CV		\$2.00		Marana	MA		\$5.00		Star Valley	SY		\$2.00	
Clarkdale	CD		\$2.00		Maricopa	MP		\$2.00		Superior	SI		\$2.00	
Clifton	CF		\$2.00		Mesa	ME		\$20.00		Surprise	SP		\$10.00	
Colorado City	CC		\$2.00		Miami	MM		\$2.00		Taylor	TL		\$2.00	
Coolidge	CL		\$2.00		Nogales	NO		\$0.00		Tempe	TE		\$50.00	
Cottonwood	CW		\$2.00		Oro Valley	OR		\$12.00		Thatcher	TC		\$2.00	
Dewey/Humboldt	DH		\$2.00		Page	PG		\$2.00		Tolleson	TN		\$2.00	
Douglas	DL		\$5.00		Paradise Valley	PV		\$2.00		Tombstone	TS		\$1.00	
Duncan	DC		\$2.00		Parker	PK		\$2.00		Tucson	TU		\$20.00	
Eagar	EG		\$10.00		Patagonia	PA		\$0.00		Tusayan	TY		\$2.00	
El Mirage	EM		\$15.00		Payson	PS		\$2.00		Wellton	WT		\$2.00	
Eloy	EL		\$10.00		Peoria	PE		\$50.00		Wickenburg	WB		\$2.00	
Flagstaff	FS		\$46.00		Phoenix**	PX		\$50.00		Willcox	WC		\$1.00	
Florence	FL		\$2.00		Pima	PM		\$2.00		Williams	WL		\$2.00	
Fountain Hills	FH		\$2.00		Pinetop/Lakeside	PP		\$2.00		Winkelman	WM		\$2.00	
Fredonia	FD		\$10.00		Prescott	PR		\$25.00		Winslow	WS		\$10.00	
Gila Bend	GI		\$2.00		Prescott Valley	PL		\$2.00		Youngtown	YT		\$10.00	
Gilbert	GB		\$2.00		Quartzsite	QZ		\$2.00		Yuma	YM		\$2.00	
Glendale	GE		\$50.00		Queen Creek	QC		\$2.00						
Globe	GL		\$2.00		Safford	SF		\$2.00						

Subtotal City License Fees (column 1)	\$	Subtotal City License Fees (column 2)	\$	Subtotal City License Fees (column 3)	\$
---------------------------------------	----	---------------------------------------	----	---------------------------------------	----

**AA TOTAL City License Fee(s) (column 1 + 2 + 3).....** \$

	<b>No. of Loc's</b>	<b>Fee per Location</b>	<b>TOTAL</b>
<b>BB TOTAL State License Fee(s):</b> Calculate by multiplying number of business locations by \$12.00		<b>\$12.00</b>	\$

**CC TOTAL DUE (Add lines AA + BB ).....** \$

- Make check payable to Arizona Department of Revenue.
- Do not send cash.
- Include FEIN or SSN on payment.
- License will not be issued without full payment of fee(s).

\*\*If your only business is under Class 213, Commercial Lease, there is no license fee due.



## ARIZONA DEPARTMENT OF REVENUE GENERAL INSTRUCTIONS FOR SHORT FORM

This Short Form Application is intended for use by vendors (ONLY) at Transient Selling Events such as fairs, special events, shows and swap meets.

### Section A: BUSINESS INFORMATION

1. Do you have Arizona Employees? If yes, do NOT use this form. If you do not have employees or only have immediate family members who assist you during a special event or at a swap meet, check no.
2. Federal Employer Identification No. or Social Security No. if sole proprietorship with no employees.
3. License Type – Check all that apply.
4. Type of ownership: Check as applicable. Corporations and partnerships must provide the federal employer identification number.
5. Legal business name or enter the individual's name if Individual was selected for ownership type.
6. Business Name, Business (or DBA) name: Enter the name of the business/DBA (doing business as) name, if the same as legal business name, enter same.  

Commonly, the business name is the name by which the public knows your business/company/shop. If you wish correspondence to be sent to a name other than the owner, enter the name of the department or accountancy firm as "In Care Of" to ensure delivery by the postal service.
7. Mailing Address.
8. Business phone number including area code.
9. E-mail address is optional.
10. Location and Date of event: Enter the address and date of the special event or swap meet. If you do not know the actual address of the event, enter the city/town swap meet name in which the event will be held. The location is very important in determining whether an additional city/town license must be obtained. Use the City and Town Licensed by the State of Arizona chart on page 2 to determine if you must be licensed through the state for the location in which your event occurs. Also add the city fee amount to the license fee which appears in the City chart on page 2.
- 10a. Reporting City: If the city where you will be doing the specific event is different than the Physical Location, list the city where the revenue will be reported. i.e.: Taxpayer lives in Phoenix, but only does events in Glendale, the reporting city would be Glendale.
11. Physical Location of Business: Enter the street address for the primary location of the business. If you conduct most of your business at various special events or swap meets throughout the state, you may wish to enter your resident location. Even if your mailing address is a PO Box, you must provide a physical location. For example, if you live in a rural community, your physical location may be the intersection of two roads, interstates, or milepost marker.
12. Is your business located on an Indian Reservation? If so, please tell us which reservation you are on.
13. Description of Business: Describe the major activity and principal product you manufacture or commodity sold or service performed. Your description of your

business is very important because it determines your sales tax rate and provides a basis for state economic forecasting.

### Section B: IDENTIFICATION OF OWNERS, PARTNERS, CORPORATE OFFICERS

Owners identification: Enter as many as applicable, attach a separate sheet if additional space is needed. The authority for mandatory requirement for social security numbers of owners is provided in A.R.S. § 42-1105.

### Section C: TRANSACTION PRIVILEGE TAX (TPT)

1. Date business started in Arizona.
2. Date sales began in Arizona.
3. What is your Estimated Tax Liability for your first twelve months of business?
4. Seasonal Filer? Check only the months you intend to do business in Arizona.

### Section D: REQUIRED SIGNATURES

The application must be signed by either the individual owner, a partner or corporate officer.

### Section E: CITIES AND TOWNS LICENSED BY THE STATE OF ARIZONA

**IMPORTANT LICENSE FEE INFORMATION** - During the transitional period between November 1, 2016 and January 1, 2017, if you are licensing for a city that has an additional city license fee, the city license fee per location may be billed to you separately within 45 days. After January 1, 2017 all city license fees should be paid at the time of application.

The state fee is \$12 no matter how many special events you attend. However, a separate city license fee is required for each city unless you are currently licensed for the city in which an event will be held. List the cities in which you will be doing business on page 2 of the application form and total to determine the amount due. To calculate the city license fees, use the listing of cities in page 2, Section E of this application. City fees are subject to change. Check for updates at [www.azdor.gov](http://www.azdor.gov).

- AA: TOTAL City License Fees – To calculate the city fees, multiply No. of Locations in the city by the license fee and enter sum in Subtotal City License Fees. Then calculate and enter the sum of columns 1 + 2 + 3.
- BB: TOTAL State License Fees – To calculate the state fees, multiply the No. of Locations in the state by \$12.
- CC: TOTAL DUE – Add lines AA + BB.

Please send your payment for this amount. Failure to include your payment with this application will result in a delay in processing your license. Licenses are not issued until all fees have been paid.

**Make checks payable to the Arizona Department of Revenue.** Be sure to return all pages of the application with your payment. Retain a copy of the application for your records. **DO NOT SEND CASH.** Include your EIN or SSN on payment