



# Arizona Department of Revenue

## Transaction Privilege Tax Application (Short Form)

License Compliance Unit: 1600 W. Monroe, Ste. 620 Phoenix, AZ 85007

**To Register, File and  
Pay online, go to  
[www.aztaxes.gov](http://www.aztaxes.gov)**

The simplified application is used for transient vendors. Each section below must be completed, to receive the License. For licensing questions on transaction privilege or withholding taxes, call (602) 716-6440 or (602) 716-6438. Please return the completed application with appropriate fees to: License Compliance Unit, Arizona Department of Revenue, 1600 W. Monroe, Ste. 620 Phoenix, AZ 85007

*Incomplete applications will not be processed. All required information is designated with asterisk \**

Business Information			
Do you have Arizona employees? (Check One) Yes <input type="checkbox"/> No <input type="checkbox"/>		Type of ownership * (Check One) <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <i>(State and Date of Incorporation)</i>	
Legal business name *		Social Security Number or FEIN *	
Business (or DBA) name *		Business Start Date *	
Business phone <i>(Include area code) *</i>	E-mail address	Location and Date of events / swap meets	
Mailing address <i>(street, route, or PO Box) *</i>		City	State Zip Code
Primary Location of Business (Physical address) <i>No license will be issued without this information *</i>		City	State Zip Code
Is your business located on an Indian Reservation? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please tell us which one _____			
Description of Business *			

Owners / Partnerships / Corporation Officers Identification					
Social security number *	Name *	Title*	% Owned *	Complete residence address *	Area code & phone number *

Please check the months in which you intend to do business in Arizona

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Taxpayer's Signature \* \_\_\_\_\_ Date \_\_\_\_\_

### License Fees

**Make Checks Payable to the Arizona Department of Revenue**

***Do Not Send Cash***

**City codes for cities where you will be doing business**  
(See reverse side for list of cities for which taxes are collected)

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State fees \$12 X No. Loc. _____	
Total city fees _____	
Total fees due _____	

**Instructions**

**This Short Form Application is Intended for Use by Vendors at Transient Selling Events Such as Fairs, Special Events, Shows and Swap Meets**

- Do you have employees?** Check yes if you employ individuals in the state of Arizona. 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.
- Type of ownership** Check as applicable. Corporations and partnerships must provide the federal employer identification number.
- Legal business name or owner name** Enter the individual's and spouse's name if **Individual** was selected for ownership type.  
Enter all partner's names if **Partnership** was selected for ownership type. Additional owners may be listed on a separate sheet and attached.  
Enter the organization name owning or controlling the business if **Corporation** was selected for ownership type.
- 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.
- Location and Date of event/ swap meet** 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 name in which the event will be held. The location is very important in determining whether an additional city/town license must be obtained for those licensed by the state. Use the City or Town Licensed By The State chart below to determine if you must be licensed through the state for the location in which your event occurs. For cities not listed, please contact the city directly. Also add the city fee amount to the license fee which appears in the lower right corner of the front page.
- Mailing address** Enter mailing address where all correspondence is to be sent. You may elect to use your home address, corporate headquarters, or accounting firm's address.
- Primary 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.
- 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.
- 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 ARS § 42-1105.
- Signature** The application must be signed by either the individual owner or, for partnerships or corporation, two partners or two corporate officers.

**Fees** 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 the front of the application form and total to determine the amount due.

**City or Town Licensed by the State**

CITY/TOWN	C O D E	F E E	CITY/TOWN	C O D E	F E E	CITY/TOWN	C O D E	F E E
BENSON	BS	5.00	GUADALUPE	GU	2.00	SAN LUIS	SU	2.00
BISBEE	BB	1.00	HAYDEN	HY	5.00	SEDONA	SE	2.00
BUCKEYE	BE	2.00	HOLBROOK	HB	1.00	SHOW LOW	SL	2.00
CAMP VERDE	CE	2.00	HUACHUCA CITY	HC	2.00	SIERRA VISTA	SR	1.00
CAREFREE	CA	10.00	JEROME	JO	2.00	SNOWFLAKE	SN	2.00
CASA GRANDE	CG	2.00	KEARNY	KN	2.00	SOMERTON	SO	2.00
CAVE CREEK	CK	20.00	KINGMAN	KM	2.00	SOUTH TUCSON	ST	2.00
CHINO VALLEY	CV	2.00	LAKE HAVASU	LH	5.00	SPRINGVILLE	SV	5.00
CLARKDALE	CD	2.00	LITCHFIELD PARK	LP	2.00	ST. JOHNS	SJ	2.00
CLIFTON	CF	2.00	MAMMOTH	MH	2.00	STAR VALLEY	SY	2.00
COLORADO CITY	CC	2.00	MARANA	MA	5.00	SUPERIOR	SI	2.00
COOLIDGE	CL	2.00	MARICOPA	MP	2.00	SURPRISE	SP	10.00
COTTONWOOD	CW	2.00	MIAMI	MM	2.00	TAYLOR	TL	2.00
DEWEY/HUMBOLDT	DH	2.00	ORO VALLEY	OR	12.00	THATCHER	TC	2.00
DOUGLAS	DL	5.00	PAGE	PG	2.00	TOLLESON	TN	2.00
DUNCAN	DC	2.00	PARADISE VALLEY	PV	2.00	TOMBSTONE	TS	1.00
EAGAR	EG	10.00	PARKER	PK	2.00	WELLTON	WT	2.00
EL MIRAGE	EM	15.00	PATAGONIA	PA	25.00	WICKENBURG	WB	2.00
ELOY	EL	10.00	PAYSON	PS	2.00	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 VALLEY	PL	2.00	WINSLOW	WS	10.00
GILA BEND	GI	2.00	QUARTZSITE	QZ	2.00	YOUNGTOWN	YT	10.00
GILBERT	GB	2.00	QUEEN CREEK	QC	2.00	YUMA	YM	2.00
GLOBE	GL	2.00	SAFFORD	SF	2.00			
GOODYEAR	GY	5.00	SAHUARITA	SA	5.00			

Indian Reservation (County)	CODE	Indian Reservation (County)	CODE
Ak-Chin (Pinal)	PNA	Pascua-Yaqui (Pima)	PMN
Cocopah (Yuma)	YMB	Salt River Pima-Maricopa (Mar.)	MAO
Colorado River (La Paz)	LAC	San Carlos Apache (Gila)	GLP
Fort McDowell-Yavapi (Mar.)	MAE	San Carlos Apache (Graham)	GRP
Fort Mojave (Mohave)	MOF	San Carlos Apache (Pinal)	PNP
Fort Yuma-Quechan (Yuma)	YMG	San Juan Southern Paiute	COQ
GilaRiver (Maricopa)	MAH	Tohono O'Odham (Maricopa)	MAT
GilaRiver (Pinal)	PNH	Tohono O'Odham (Pima)	PMT
Havasupai (Coconino)	COI	Tohono O'Odham (Pinal)	PNT
Hopi (Coconino)	COJ	Tonto Apache (Gila)	GLU
Hopi (Navajo)	NAJ	White Mtn Apache (Apache)	APD
Hualapai (Coconino)	COK	White Mtn Apache (Gila)	GLD
Hualapai (Mohave)	MOK	White Mtn Apache (Graham)	GRD
Kaibab-Paiute (Coconino)	COL	White Mtn Apache (Navajo)	NAD
Kaibab-Paiute (Mohave)	MOL	Yavapai Apache (Yavapai)	YAW
Navajo (Apache)	APM	Yavapai Prescott (Yavapai)	YAX
Navajo (Coconino)	COM		
Navajo (Navajo)	NAM		
Pascua-Yaqui (Maricopa)	MAN		

**This Area For Agency Use Only**

Sales	Withholding	NAICS code	Business code	PRG code
Cities				