

# AZTaxes.gov: Step-By-Step Instructions to Completing the TPT-2 Form

## 2016 Fact Sheet - Transaction Privilege Tax



August 2016

www.azdor.gov

To file or pay 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

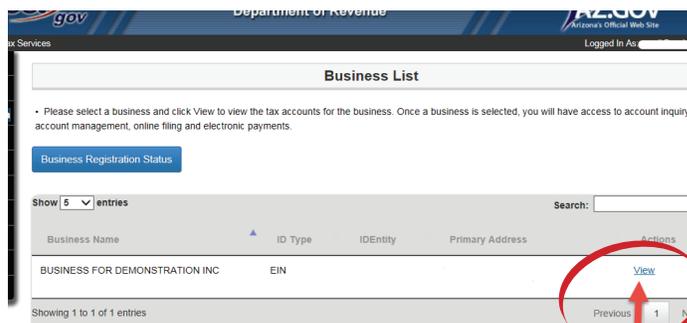
On the AZTaxes.gov landing page, under Business Users, enter your User Name and Password and click "Login".



### 2 Business List and Details

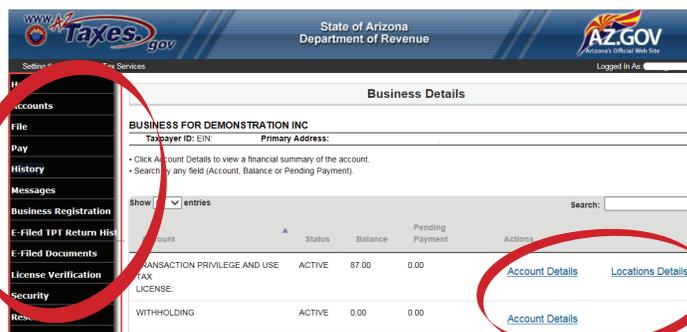
The "Business List" page is the landing page for your account once you log into AZTaxes.gov.

You may select a business and click "View" to go to the "Business Details" page. This will grant you access to account inquiry, account management, online filing and electronic payments.



Once you are on the "Business Details" page, you can view Account Details — a financial summary of the account and Location Details, where you can find your Arizona Department of Revenue assigned Location Codes.

This page will also expand the menu to the left of the screen to include more options.



To file a TPT-2 return click "File" and select "Transaction Privilege and Use Tax Return" on the left side menu.



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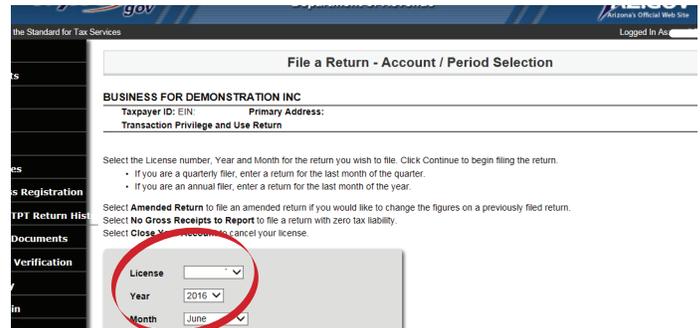
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### 3 File A Return

Select the License number, Year and Month for the return you wish to file. Quarterly filers enter the last month of the quarter and Annual filers enter the last month of the year. You also have the options to file an "Amended" return, a "No Gross Receipt to Report" return and a final return to "Close Your Account".

Click "Continue" to begin filing the return.

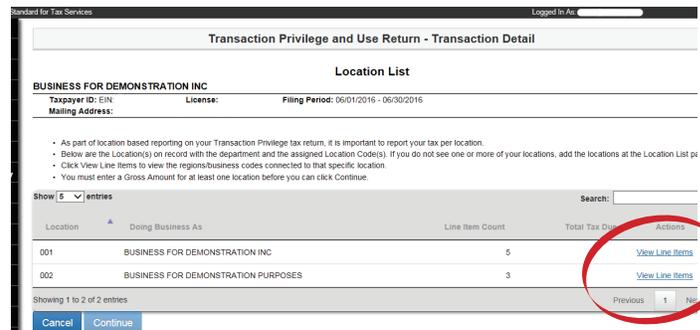


### 4 Location List: Editing Line Items

A list of all your locations with the department assigned location codes will display. Click "View Line items" for each location to view the region and business codes assigned to that specific location.

You must enter a line item for at least one location before you can click "Continue".

If you do not have gross income to report, click "Cancel" and file a "No Gross Receipts to Report" return.



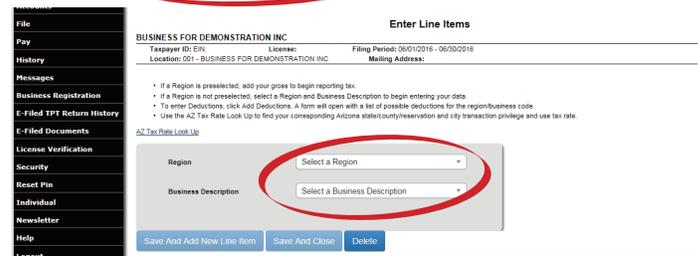
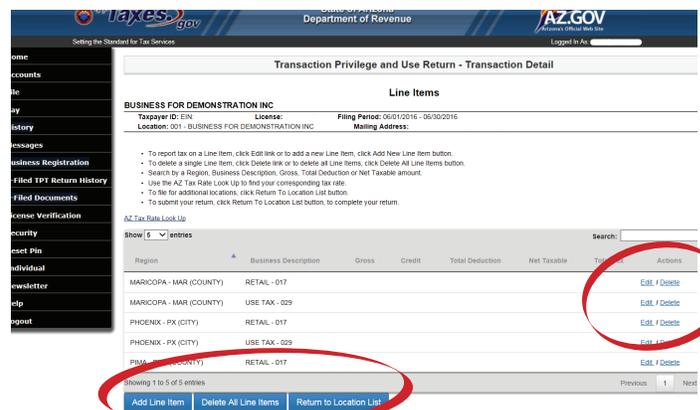
### 5 Line Items In Detail

To report tax on a Line Item, click "Add Line Item" to enter the new information.

If the line item already exists, click "Edit" under the "Actions" column.

To delete a single Line Item, click "Delete" under the "Actions" column or to delete all Line Items, click "Delete All Line Items".

If you add a new line item, you will need to select a Region and Business Description to begin entering your data.



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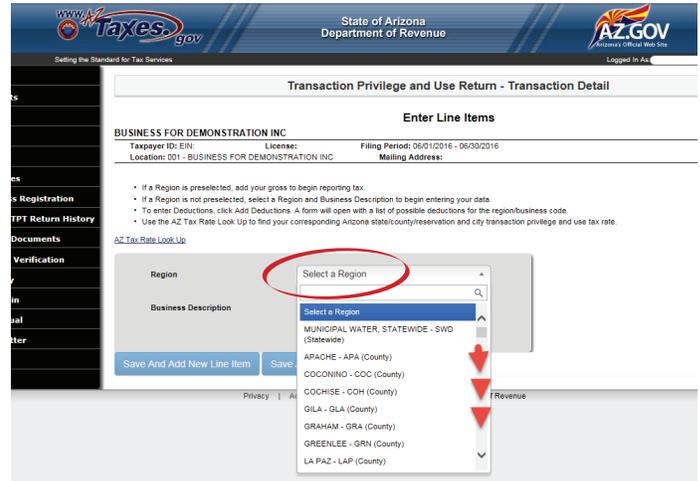
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### 6 Region and Business Description

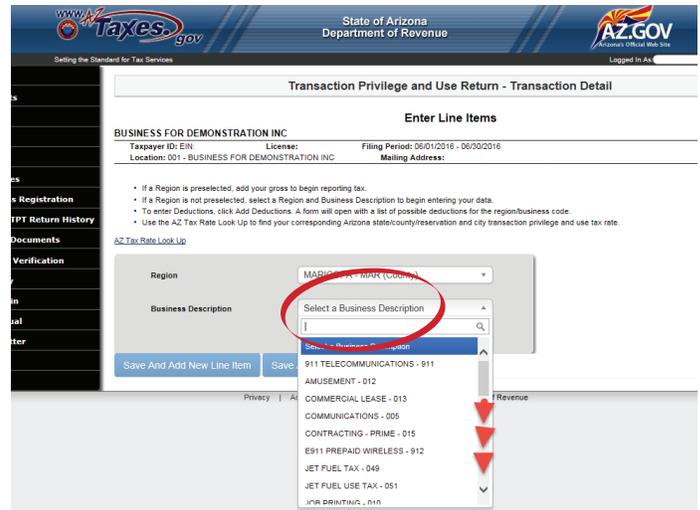
“Select a Region” will display a drop-down menu that contains all the Cities, Counties and Reservations from whom the department currently collects transaction privilege tax.

Click on your selected region.



“Select a Business Description” will display a drop-down menu that contains all the Business activities for the selected Region code.

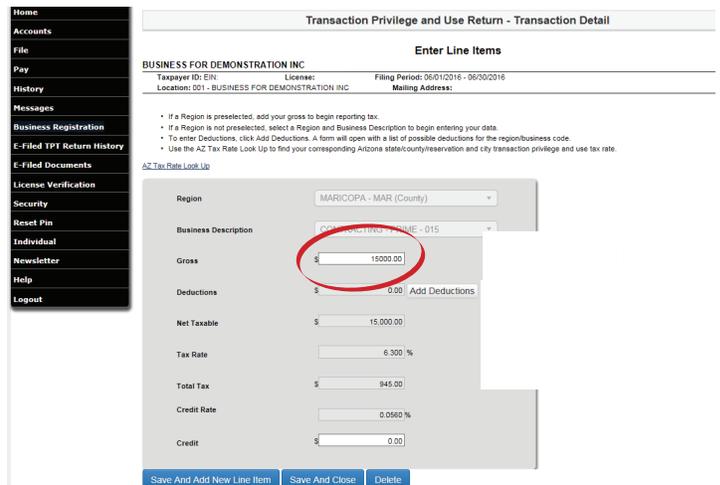
Click on your selected business description.



Input the gross amount.

If you have any deductions, proceed to step 7.

If you do not have any deductions, you may skip step 7. Click “Save and Close” and proceed to step 8. You will be directed back to the “Location List” page.



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### 7 Deductions

To enter deductions, click "Add Deductions".

A page will display with a list of possible deductions for the region and business description selected.

Select one of the displayed Deduction Code and begin entering your data.

If a specific deduction code is not displayed, you may look for the deduction code through the search field and click "Search Deduction Code".

Once you are finished entering your data, click "Continue" at the bottom of the page.

Once you enter the gross and deduction amounts, the remaining fields will calculate automatically.

Click "Save and Add New Line Item" to add another region and business description.

Click "Save and Close" if this was your last line item to finish filing the return.

After clicking "Save and Close", you will see a summary of the location you have just edited.

Use the options under the "Actions" column to do any corrections or adjustments as necessary.

Click "Return to Location List" button to go back to the "Location List" page.

Deduction Code	Exemption and Deductions	Deduction Amount
500	PC - MAINTENANCE REPAIR Etc CONTRACT with PROPERTY OWNER	0.00
502	PC - 35% DEDUCTION Allowed	0.00
Gross		\$ 15,000.00
Total Deductions		\$ 1,755.00

Region	Business Description	Gross	Credit	Total Deduction	Net Taxable	Total Tax	Actions
MARICOPA - MAR (County)	CONTRACTING - PRIME - 015	\$15,000.00	\$0.00	\$1,755.00	\$13,245.00	\$834.44	Edit / Delete

## 8 Location List: Submitting the Return

The "Location List" page will now show a summary of "Total Tax Due" per location.

Click "View Line Items" on another location to add additional line items or to edit that location. (See Step 5)

Click "Continue" once you are done editing all locations.

If the business collected any excess tax, you must enter it on the "Excess Tax" page.

Click "Continue".

The "View Summary" page displays the financial effect of the TPT-2 return.

To submit the return you must enter the PIN you created when registering for AZTaxes.gov.

Click "Submit" and get a "Return Confirmation".

The "Return Confirmation" page contains a return confirmation number, which is the DLN (Document Locator Number), the total liability for this return and the option to pay for this return.

Click "Make a Payment" to submit a payment for this return.

Location	Doing Business As	Line Item Count	Total Tax Due	Actions
001	BUSINESS FOR DEMONSTRATION INC	1	\$834.44	<a href="#">View Line Items</a>
002	BUSINESS FOR DEMONSTRATION PURPOSES	3	\$0.00	<a href="#">View Line Items</a>

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### 9 Making a Payment

On the “Schedule a Payment” page, you will have the option to use a Credit Card, Debit ACH or E-check to make a payment.

The Credit Card payment option will walk you through a standard online process to pay using a credit card.

Click “Continue” to get “Payment Confirmation”.

If you are paying with an E-check, you have the option to use a checking account or savings account.

You will need the Routing and Account number.

Click “Continue”.

You will get a window prompt informing you of the settlement date. E-check requires it to be the next business day or later.

Click “OK”.

Click “Continue” to get “Payment Confirmation”.

On the “Payment Confirmation” page, there will be a payment Confirmation number, submitted date, payment amount and settlement date.