



# Business Account Update Fact Sheet

November 2016

The Arizona Department of Revenue (ADOR) has introduced new functionality within AZTaxes.gov that enables registered businesses to update their account(s).

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

## Q. What type of business account updates can I do online at AZTaxes.gov?

A. Taxpayers can:

- Change their mailing address on Corporate, Withholding and Transaction Privilege and Use Tax (TPT) licenses.
- Add, edit and/or close locations for TPT licenses.
- Close an account for Withholding or TPT licenses.

## Q. What type of actions can I complete online?

A. Actions include:

- Changes to "Doing Business As" (DBA) name or the business mailing address
- Additions of a new reporting jurisdiction, new business code, or business or rental location
- Cancel or close an existing TPT license
- Close a single location on a TPT license

## Q. What do I need to complete a Business Account Update online?

A. You need to be registered on AZTaxes.gov. You will need all the pertinent information for the change, payment information (if there are fees associated), and your e-signature PIN.

## Q. What are the fees associated with the Business Account Update?

A. There are no fees for changes to corporate accounts or withholding Registrations.

Some TPT License changes are subject to a fee of \$12 per location for the State and any applicable city fees. (City fees vary by city.)

Changes that may be subject to a fee include: adding a new location, region to an existing location, changing the DBA of an existing location or adding or removing the number of residential rental units.

## Q. What are my payment options?

A. Update requests can only be paid by e-check at the time of submitting your online request. If you are updating online, payments by credit card, check or money order are not accepted.

## Q. How can I add owners or officers to my license on AZTaxes.gov?

A. You will need to complete and submit a signed paper "Business Account Update" form from azdor.gov.

## Q. How do I find the Business Account Update page on AZTaxes.gov?

A. Log into your AZTaxes.gov account. Click on View in the Actions column on the Business List page, next to the business you need to update. Next, click on the "Account Update" button.

## Q. What can I do from the "Welcome to the Business Account Update" page?

A. Taxpayers can update their mailing address, close account(s) and view/update location(s).

## Q. Must I update the mailing address for each of my accounts separately?

A. If you are changing all of your Corporate, Withholding, and TPT accounts to the same address, you are able to complete in one action. Click on "Update Mailing Address" on the "Welcome to the Business Account Update" page, then under "Actions" click on all the accounts for which you want to update the mailing address.

## Q. How do I add a location to my existing license?

A. Steps include:

- From the "Business List" page click on View to view your business details.
- From the "Business Details" page click on the "Account Update" button.
- From the "Welcome to the Business Account Update" page click on the View/Update Location(s) button
- From the "Business Account Update – Location Detail" page click on the "Add a Location" button.

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**Q. How many locations can I add at one time?**

A. You can add 25 locations per transaction.

**Q. How long will it take to see the new location that I just added?**

A. It may take up to four hours to display your newly added location(s).

**Q. Am I able to update all of my licenses associated with my account at one time?**

A. No, you must select one license to update at a time.

**Q. How do I add a new reporting jurisdiction to an existing location on my license?**

A. On the "Business Account Update – Location Detail" page, click on "Edit" under the Actions column for the location you need to update.

**Q. How do I close a location on my existing license?**

A. On the "Business Account Update – Location Detail" page, click on "Close" under the Actions column for the location you need to close.

**Q. How do I close my license?**

A. On the "Welcome to the Business Account Update" page, click on the "Close Account(s)" button at the bottom of the page.

**Q. Am I able to cancel an update that I did online?**

A. Once you submit an update it cannot be canceled; however you can complete another update or submit a signed paper "Business Account Update" form.

**Q. Is it possible to reopen a license I previously closed online?**

A. In order to reopen a closed license you must complete and submit a signed paper "Business Account Update" form. Licenses closed for more than one year may not be eligible for reinstatement.

**Q. Will I receive a new hard copy of my license if I add a location?**

A. Yes, you will receive a new hard copy of the license within three to five business days.

**BONDING REQUIREMENT** – A taxpayer in the contracting business MUST maintain a bond for a minimum of two years. When requesting change(s) to the Physical Location, Legal Name and/or Business Name, "Doing Business As", within the first two years, a Bond Rider to match the change(s) requested MUST be obtained prior to the request and submitted with a signed paper Business Account Update form.

**Q. Who do I call if I have questions?**

A. Please call 602-255-3381.