

2016 FACT SHEET

Transaction Privilege Tax — Setup Your AZTaxes.gov Account



June 2016

www.azdor.gov

1 Register An Account:

1. Click on “New User Enrollment” or “Register for an AZTaxes Account”.
2. Complete the required fields annotated with a red asterisk.
3. Read and check the acceptance box.
4. Click “Register.”
5. You will receive two e-mails from *noreply@azdor.gov*. The first e-mail will contain your username, and the second will provide a temporary password. If you do not find these e-mails in your inbox, please check your spam folder. If you cannot locate either or both of these e-mails, please call the Arizona Department of Revenue toll-free at **1-(844) 698-9176** weekdays only between 8 a.m. and 5 p.m. (M.S.T.)

2 Setup Your E-Signature PIN:

1. Log into AZTaxes.gov using your user name and the temporary password we provided in the e-mail after your registration.
2. Change your temporary password to a password of your choice. The password must contain at least one number, one letter and one special character (e.g., #, *, &) and must be 8 to 16 characters long.
3. You will be asked to answer four security questions. Make sure you remember your answers.
4. Create a self-selected E-Signature personal identification number (PIN.) Your PIN is required to electronically sign your applications and/or returns. Your PIN must be 6 to 10 digits. Make sure you can remember your PIN.
5. Read and check the acceptance box. Then click on “Save E-Signature PIN”.

3 Link Your Accounts:

1. Log into AZTaxes.gov using your user name and password.
2. Click on “Link Tax Account.”
3. Click “Continue.”
4. **Was there a payment made in the last 12 months?**
5. If **NO**, then:
 - a. Complete the required fields annotated with a red asterisk.
 - b. Select “No.”
 - c. Click “Save & Continue.”
 - d. Enter your E-signature PIN.
 - e. Click “Submit Application.”
 - f. Keep a copy of the confirmation for your records and click “Finished.”
6. If **YES**, then:
 - a. Complete the required fields annotated with a red asterisk.
 - b. Select “Yes.”
 - c. Click “Save & Continue.”
 - d. Enter the “Year” and “Month” your payment was applied to from the drop down menu, not when you made the payment.
 - e. Select “TPT” as the type of tax from the drop down menu.
 - f. Enter your TPT license number
 - g. Enter the exact payment for the period used in step (d) above. Click “Save & Continue.”
 - h. Enter your E-signature PIN in the box. Click “Submit Application.”
 - i. Keep a copy of the confirmation for your records and click “Finished.”