Arizona Luxury Tax Online File Upload Formatting Guide

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1   Introduction

Arizona Tobacco Tax return data can be uploaded to Arizona Luxury Tax Online, Arizona's electronic filing system for Tobacco Tax, using Microsoft Excel spreadsheets. This document provides the formatting requirements for these spreadsheets to ensure the data correctly uploads into Arizona Luxury Tax Online.

The file upload process allows businesses to upload all transaction detail information from a spreadsheet. However, users may still be required to manually enter additional information for certain returns.

File Testing

The state strongly recommends that taxpayers test both their file formats and the file upload process before attempting to upload "live" returns. Taxpayers have the option to upload test   files via Arizona Luxury Tax Online to verify that all transaction detail records are successfully uploaded or to identify which records have errors.

File Format

Cigarette, OTP, and PACT returns, in addition to OTP rebate information can be uploaded to Arizona Luxury Tax Online by populating the provided Microsoft Excel templates with the appropriate data. The Excel spreadsheets must be formatted using the information provided in this document. Sample file layouts are available to illustrate correct file formatting and field values. You can find the sample file layouts on the website below:

https://www.azdor.gov/EServices/ArizonaLuxuryTaxOnline.aspx

It is imperative that taxpayers use the provided Excel templates. To ensure proper upload and processing of these forms, please:

- Use Excel file extensions (.xlsx or .xls from Excel 2003 or newer)
- Begin entering data records on row 2
- Do not rename individual sheets
- Do not delete or rename columns
- Do not change the column order

Agency Contact

For technical questions regarding:

- File layouts
- Test returns
- Return or rebate filing

Email: LuxuryTax@azdor.gov

Telephone: (602) 716-7808

Mailing Address: 1300
          Arizona Department of Revenue
          1600 W Monroe
          Phoenix, AZ 85007

2   Cigarette File Layout

The Cigarette return is formatted using a Microsoft Excel workbook containing three sheets. The first sheet is named **Beginning Inventory** and contains figures for beginning cigarette inventory. The second sheet is named **Cigarette Invoices** and contains all transaction invoice data. The final sheet is named **Affixed Cigarettes** and contains all affixed cigarettes for sale. It is crucial that individual sheet names are not changed. Any changes to a sheet name will cause the return upload to fail.

Beginning Inventory Sheet Fields

The following table lists the specific details of the **Beginning Inventory** sheet, including the field types and descriptions.

The fields containing a ✔ in the Lookup Table column have additional file format value lookup tables. The contents of these lookup tables are listed immediately following this table.

Field	Data Type	Data Format	Data Element	Look Up Table
Brand	String	AAAAAA	6-character manufacturer/brand code of product	✔
Other Manufacturer & Brand	String		Text field used to list other manufacturer & brand (Max characters 255)	
Stamp Type	String		Color of the cigarette package stamps	✔
20 Packs	Number	##	The number of 20 packs	
25 Packs	Number	##	The number of 25 packs	

2.1.1   Cigarette Manufacturer and Brand Value Lookup

Go to https://luxury.aztaxes.gov **Return Preparation** section and select the **Return Upload Lookup Values** hyperlink for the complete list of cigarette manufacturer/brand codes.

2.1.2   Stamp Type Value Lookup

Stamp Type	Spreadsheet Code
Arizona Blue Stamped Cigarettes	BLUE
Arizona Red Stamped Cigarettes	RED
Arizona Green Stamped Cigarettes	GREEN
Arizona Yellow Stamped Cigarettes	YELLOW
Out-of-State Stamped Cigarettes	OTHER
Unstamped Cigarettes	NONE

Cigarette Invoices Sheet Fields

The following table lists the specific details of the **Cigarette Invoices** sheet, including the field types and descriptions.

The fields containing a ✔ in the Lookup Table column have additional file format value lookup tables. The contents of these lookup tables are listed immediately following this table.

Field	Data Type	Data Format	Data Element	Lookup Table
Invoice Number	String		Unique identifier of the invoice record	
Invoice Date	Date	MM/DD/YYYY	Date the invoice was filed	
Transaction Code	String	A	Type of invoice transaction	✔
Customer Type	String	AAA	Type of Customer	✔
Customer Name	String		Name of the customer who is receiving the product (Max characters 255)	
ID Type	String		Identification type of customer	✔
ID	String		Identification number	
Street Address	String		Street address of customer (Max characters 255)	
City	String		City of customer (Max characters 255)	
State	String	AA	2-character state abbreviation of customer	
ZIP	String	#########	ZIP Code of customer address	
Country	String	AAAAAA	Abbreviation for country	
Brand	String	AAAAAA	6-character manufacturer/brand code of product	✔
Other Manufacturer & Brand	String		Text field used to list other manufacturer & brand (Max characters 255)	
Stamp Type	String		Type of stamp currently affixed to product	✔
20 Packs	Number	##	The number of 20 packs	
25 Packs	Number	##	The number of 25 packs	

2.1.3 Transaction Code Value Lookup

Transaction Code	Spreadsheet Code	Description
Purchase	P	Purchases of product from the manufacturer or another distributor
Return	R	Return of product by the filer of the return to another vendor
Export	E	Export of product from within Arizona to another state
Sale	S	Sale of product either to a retailer or to another distributor
Credit	C	Credit to the current filer's inventory of product resulting from a return of a product previously sold

2.1.4 Customer Type Value Lookup

Customer Type	Spreadsheet Code
In-State Distributor	ISD
Out-of-State Distributor	OSD
Non-licensed Distributor	NLD
Direct Customer	DRC
Military Installation	MIL
Manufacturer	MNF
Reservation Retailer	RSV
Retailer	RTL
Out-of-Country	OOC

2.1.5 ID Type Value Lookup

ID Type	Spreadsheet Code
Federal Tax Number	FEIN
Individual Taxpayer Number	ITIN
Tobacco License	TOBLIC
Reservation Retailer ID	TOBRTLID
Transaction Privilege Tax	LTPLIC

2.1.6 Cigarette Manufacturer and Brand Value Lookup

Go to https://luxury.aztaxes.gov **Return Preparation** section and select the **Return Upload Lookup Values** hyperlink for the complete list of cigarette manufacturer/brand codes.

2.1.7 Stamp Type Value Lookup

Stamp Type	Spreadsheet Code
Arizona Blue Stamped Cigarettes	BLUE
Arizona Red Stamped Cigarettes	RED
Arizona Green Stamped Cigarettes	GREEN
Arizona Yellow Stamped Cigarettes	YELLOW
Out-of-State Stamped Cigarettes	OTHER
Unstamped Cigarettes	NONE

Affixed Cigarettes Sheet Fields

The following table lists the specific details of the **Affixed Cigarettes** sheet, including the field types and descriptions.

The fields containing a ✔ in the Lookup Table column have additional file format value lookup tables. The contents of these lookup tables are listed immediately following this table.

Field	Data Type	Data Format	Data Element	Look Up Table
Brand	String	AAAAAA	6-character manufacturer/brand code of product	✔
Other Manufacturer & Brand	String		Text field used to list other manufacturer & brand (Max characters 255)	
Stamp Type	String		Type of stamp currently affixed to product	✔
20 Packs	Number	##	The number of 20 packs	
25 Packs	Number	##	The number of 25 packs	

2.1.8 Cigarette Manufacturer and Brand Value Lookup

Go to https://luxury.aztaxes.gov **Return Preparation** section and select the **Return Upload Lookup Values** hyperlink for the complete list of cigarette manufacturer/brand codes.

2.1.9 Stamp Type Value Lookup

Stamp Type	Spreadsheet Code
Arizona Blue Stamped Cigarettes	BLUE
Arizona Red Stamped Cigarettes	RED
Arizona Green Stamped Cigarettes	GREEN
Arizona Yellow Stamped Cigarettes	YELLOW
Out-of-State Stamped Cigarettes	OTHER
Unstamped Cigarettes	NONE

3   Other Tobacco Products (OTP) File Layout

The Other Tobacco Products (OTP) return is formatted using a Microsoft Excel workbook that includes only one sheet named **Other Tobacco Product**. It is crucial that the individual sheet name is not changed. Any changes to the sheet name will cause the return upload to fail.

The following table lists the specific details of the **Other Tobacco Product** sheet, including the field types and descriptions.

File Fields

The fields containing a 🌱 in the Lookup Table column have additional file format value lookup tables. The contents of these lookup tables are listed immediately following this table.

Field	Data Type	Data Format	Data Element	Look Up Table
Invoice Number	String		Unique identifier of the invoice record	
Invoice Date	Date	MM/DD/YYYY	Date the invoice was filed	
Transaction Code	String	A	Type of invoice transaction	🌱
Product Date	Date	MM/DD/YYYY	Date product was received/shipped	
Tax Status	String		Tax filing status	🌱
Customer Type	String	AAA	Type of Customer	🌱
Customer Name	String		Name of the customer who is receiving the product(Max characters 255)	

ID Type	String		Identification type of customer	✔
ID	String	#########	Identification number	
Street Address	String		Street address of customer (Max characters 255)	
City	String		City of customer (Max characters 255)	
State	String	AA	2-character state abbreviation of customer	
ZIP	String	#########	ZIP Code of customer address	
OTP Record Type	String		Record type, Summary or Roll-Your-Own record	✔
Small Cigars	Number	##	Number of small cigars	
Individual Cigars	Number	##	Number of Individual full size cigars	
OTP Ounces (>50% Tobacco)	Number	#.###	Exact OTP ounces of product that fulfill requirement of at least 50% tobacco	
OTP Ounces (<50% Tobacco)	Number	#.###	Exact OTP ounces of product that fulfill requirement of less than 50% tobacco	
RYO Ounces	Number	#.###	Exact ounces of Roll-Your-Own tobacco product	
Brand	String	AAAAAA	6-character manufacturer/brand code of RYO product	✔
Other Manufacturer & Brand	String		Text field used to list other manufacturer & brand (Max characters 255)	

3.1.1   Transaction Code Value Lookup

Transaction Code	Spreadsheet Code	Description
Purchase	P	Purchases of product from the manufacturer or another distributor
Return	R	Return of product by the filer of the return to another vendor
Export	E	Export of product from within Arizona to another state
Sale	S	Sale of product either to a retailer or to another distributor
Credit	C	Credit to the current filer's inventory of product resulting from a return of a product previously sold

3.1.2 Tax Status Value Lookup

Tax Status	Spreadsheet Code	Description
Tax Paid	PAID	Indicates tax associated with the tobacco product has been paid previously by the current filer or whomever was previously in possession of it. All "Tax Paid" product should have an invoice indicating the tax has been paid.
Paying Tax	PAY	Indicates the product is currently being reported on the current tax return for the purpose of paying the tax associated with it.
Tax Unpaid	UNPAID	Indicates tax has not been paid on the tobacco product.

3.1.2   Customer Type Value Lookup

Customer Type	Spreadsheet Code
In State Distributor	ISD
Out of State Distributor	OSD
Non-licensed Distributor	NLD
Direct Customer	DRC
Military Installation	MIL
Manufacturer	MNF
Reservation Retailer	RSV
Retailer	RTL
Out-of-Country	OOC

3.1.3   ID Type Value Lookup

ID Type	Spreadsheet Code
Federal Tax Number	FEIN
Individual Taxpayer Number	ITIN
Tobacco License	TOBLIC
Reservation Retailer ID	TOBRTLID
Transaction Privilege Tax	LTPLIC

3.1.4 OTP Record Type Value Lookup

OTP Record Type	Spreadsheet Code	Description
Summary Record	SUM	Summary record (if filling out fields for the small or individual cigars, or the OTP ounces)
Roll-Your-Own	RYO	Roll-Your-Own (if filling out the RYO ounces as well as manufacturer and brand information)

3.1.5 RYO Manufacturer and Brand Value Lookup

Go to https://luxury.aztaxes.gov **Return Preparation** section and select the **Return Upload Lookup Values** hyperlink for the complete list of RYO product manufacturer/brand codes.

4   PACT File Layout

The PACT return is formatted using a Microsoft Excel workbook containing two sheets. One sheet is named **PACT Cigarette Invoices** for all cigarette-related transaction invoice data. The second sheet is named **PACT OTP Invoices** for OTP-related transaction data. It is crucial that individual sheet names are not changed. Any changes to the sheet name will cause the return upload to fail.

The following table lists the specific details of the **PACT Cigarette Invoices** sheet, including the field types and descriptions.

PACT Cigarette Invoices Sheet File Fields

The fields containing a in the Lookup Table column have additional file format value lookup tables. The contents of these lookup tables are listed immediately following this table.

Field	Data Type	Data Format	Data Element	Lookup Table
Invoice Number	String		Unique identifier of the invoice record	
Invoice Date	Date	MM/DD/YYYY	Date the invoice was filed	
Ship to Name	String		Name of the customer receiving the product (Max characters 255)	
Ship to Address	String		Street address of customer(Max characters 255)	
Ship to City	String		City of customer (Max characters 255)	
Ship to State	String	AA	2-character state abbreviation of customer	
Ship to Zip	String	#########	ZIP Code of customer address	
Brand	String	AAAAAA	6-character manufacturer/brand code of product	

Other Manufacturer & Brand	String		Text field used to list other manufacturer & brand (Max characters 255)	
Packs of 20	Number	##	The number of 20 packs	
Packs of 25	Number	##	The number of 25 packs	
Shipment Date	Date	MM/DD/YYYY	Date the product was shipped	
Delivery Person Name	String		Name of person delivering the shipment to the recipient on your behalf (Max characters 255)	
Delivery Person Address	String		Street address of delivery person (Max characters 255)	
Delivery Person City	String		City of delivery person (Max characters 255)	
Delivery Person State State	String	AA	2-character state abbreviation of delivery person	
Delivery Person Zip Code	String	#########	ZIP Code of delivery person address	
Delivery Person Phone Number	Number	###-###-####	Phone number of delivery person	

4.1.1   Cigarette Manufacturer and Brand Value Lookup

Go to https://luxury.aztaxes.gov **Return Preparation** section and select the **Return Upload Lookup Values** hyperlink for the complete list of cigarette manufacturer/brand codes.

PACT OTP Invoices Sheet File Fields

The fields containing a 🌿 in the Lookup Table column have additional file format value lookup tables. The contents of these lookup tables are listed immediately following this table.

Field	Data Type	Data Format	Data Element	Lookup Table
Invoice Number	String		Unique identifier of the invoice record	
Invoice Date	Date	MM/DD/YYYY	Date the invoice was filed	
Ship to Name	String		Name of the customer receiving the product (Max characters 255)	
Tobacco License	String	A#########	Tobacco distributor license number of customer(optional)	
Ship to Address	String		Street address of customer (Max characters 255)	
Ship to City	String		City of customer (Max characters 255)	
Ship to State	String	AA	2-character state abbreviation of customer	
Ship to Zip	String	#########	ZIP Code of customer address	

OTP Type	Number	#	Type of Other Tobacco	✅
OTP Quantity	Number	##	Quantity of Other Tobacco Product packages	
OTP Weight	Number	#.###	Exact ounces of Other Tobacco Product per package weight	
RYO Weight	Number	#.###	Total weight of Roll-Your-Own tobacco product	
Brand	String	AAAAAA	6-character manufacturer/brand code of RYO product	✅
Other Manufacturer & Brand	String		Text field used to list other manufacturer & brand (Max characters 255)	
Shipment Date	Date	MM/DD/YYYY	Date the product was shipped	
Delivery Person Name	String		Name of person delivering the shipment to the recipient on your behalf (Max characters 255)	
Delivery Person Address	String		Street address of delivery person (Max characters 255)	
Delivery Person City	String		City of delivery person (Max characters 255)	
Delivery Person State	String	AA	2-character state abbreviation of delivery person	
Delivery Person Zip Code	String	#########	ZIP Code of delivery person address	
Delivery Person Phone Number	Number	###-###-####	Phone number of delivery person	

4.1.2 OTP Type Value Lookup

OTP Type	Spreadsheet Code
Snuff	1
Chew	2
Roll-Your-Own	3
Other Smokeless Tobacco	4

4.1.3 RYO Manufacturer and Brand Value Lookup

Go to https://luxury.aztaxes.gov **Return Preparation** section and select the **Return Upload Lookup Values** hyperlink for the complete list of RYO product manufacturer/brand codes.

5   Other Tobacco Products (OTP) Rebate File Layout

The Other Tobacco Products (OTP) rebate file is formatted using a Microsoft Excel workbook that includes one sheet titled **Other Tobacco Product Rebate**. It is crucial that the individual sheet name is not changed. Any changes to the sheet name will cause the return upload to fail.

The following table lists the specific details of the **Other Tobacco Product Rebate** sheet, including the field types and descriptions.

File Fields

The fields containing a 🌱 in the Lookup Table column have additional file format value lookup tables. The contents of these lookup tables are listed immediately following this table.

Field	Data Type	Data Format	Data Element	Lookup Table
Invoice Number	String		Unique identifier of the invoice record	
Invoice Date	Date	MM/DD/YYYY	Date the invoice was filed	
Transaction Code	String	A	Type of invoice transaction	🌱
Reservation Retailer ID	String	A###-###-###-A-####-##	Registered reservation retailer identification number	
OTP Record Type	String		Record type, Summary or Roll-Your-Own record	🌱
Small Cigars – Enrolled Members	Number	##	Number of small cigars	
Individual Cigars – Enrolled Members	Number	##	Number of Individual full size cigars	
OTP Ounces (>50% Tobacco) – Enrolled Members	Number	#.###	Exact OTP ounces of product that fulfill requirement of at least 50% tobacco	
OTP Ounces (<50% Tobacco) – Enrolled Members	Number	#.###	Exact OTP ounces of product that fulfill requirement of less than 50% tobacco	
RYO Ounces – Enrolled Members	Number	#.###	Exact ounces of Roll-Your-Own tobacco product	

Small Cigars – Total	Number	##	Number of small cigars	
Individual Cigars – Total	Number	##	Number of Individual full size cigars	
OTP Ounces (>50% Tobacco) – Total	Number	#.###	Exact OTP ounces of product that fulfill requirement of at least 50% tobacco	
OTP Ounces (<50% Tobacco) – Total	Number	#.###	Exact OTP ounces of product that fulfill requirement of less than 50% tobacco	
RYO Ounces – Total	Number	#.###	Exact ounces of Roll-Your-Own tobacco product	
Brand	String	AAAAAA	6-character manufacturer/brand code of RYO product	✔
Other Manufacturer & Brand	String		Text field used to list other manufacturer & brand (Max characters 255)	

5.1.1   Transaction Code Value Lookup

Transaction Code	Spreadsheet Code	Description
Sale	S	Sale of product to a reservation retailer
Credit	C	Credit to the current filer's inventory of product resulting from a return of a product previously sold to a reservation retailer

5.1.2 OTP Record Type Value Lookup

OTP Record Type	Spreadsheet Code	Description
Summary Record	SUM	Summary record (if filling out fields for the small or individual cigars, or the OTP ounces)
Roll-Your-Own	RYO	Roll-Your-Own (if filling out the RYO ounces as well as manufacturer and brand information)

5.1.3 RYO Manufacturer and Brand Value Lookup

Go to https://luxury.aztaxes.gov **Return Preparation** section and select the **Return Upload Lookup Values** hyperlink for the complete list of RYO product manufacturer/brand codes.

6   File Reminders

Prior to uploading your Excel spreadsheet into Arizona Luxury Tax Online, be sure to save a copy of the original Excel file as a backup of your return. The uploaded files will not be exportable from within the Arizona Luxury Tax Online system.

If you receive a list of records with errors upon uploading the Excel spreadsheet, correct the item(s) in the spreadsheet and resubmit the file. If you continue to have errors or experience problems with uploading the file, contact the Tobacco Tax Unit at (602) 716-7808 or email at LuxuryTax@azdor.gov.

Contact Information:

Tobacco Tax Unit - (602) 716-7808

URL for Arizona Luxury Tax Online - https://luxury.aztaxes.gov