



# FACT SHEET

## Transaction Privilege Tax — Setup Your AZTaxes.gov Account

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www.azdor.gov

### 1 Register An Account:

1. Click on “Enroll to File and Pay Online” under Businesses.
2. Read the information listed on the User Account Registration Welcome page and click “Continue”.
3. Complete the required fields annotated with a red asterisk.
4. Read the Terms of Use policy and check the acceptance box.
5. Click “Register”.
6. You will receive two emails from noreply@azdor.gov. The first email will contain your username, and the second will provide a temporary password. If you do not find these emails in your inbox, please check your spam folder. This password expires after 24 hours. If you cannot locate either or both of these emails, please call the Arizona Department of Revenue toll-free at 800-352-4090 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 the username and temporary password provided in the email.
2. Change your temporary password to a password of your choice. The password must contain at least one number, one letter, one special character (!, @, #, \$, %, &, \*, or ?) and must be 8 to 16 characters long.
3. After logging in using your personal password, you will be asked to answer four security questions. Make sure you remember your answers or write them down as you will not be able to recall them at a later date. Then click on “Submit 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.
5. Read the Terms of Use policy and check the acceptance box. Then click on “Save E-Signature PIN”.

### 3 Link Your Accounts:

1. Log into AZTaxes.gov using your username and password.
2. If already have a TPT license or withholding number, click on “Link Accounts”.
3. Read the information on the Business Account Linking Welcome page.
4. Check the box verifying that you have the required information, then click “Continue”.

#### 5. Was there a payment made in the last 12 months?

6. If **NO**, then:

- a. Complete the required fields annotated with a red asterisk.
- b. Check the box verifying that you are not a robot, then click “Save & Continue”.
- c. Enter your E-signature PIN in the required field.
- d. Click “Submit”.
- e. Keep a copy of the confirmation for your records and click “Finished”.

If **YES**, then:

- a. Complete the required fields annotated with a red asterisk.
- b. Select “Yes” to the last question.
- c. Check the box verifying that you are not a robot, then click “Save & Continue”.
- d. Select the “Year” and “Month” your payment was applied to; not when you made the payment.
- e. Select the type of tax from the tax type drop down menu.
- f. If you selected tax type “Transaction Privilege Tax,” enter the TPT license number.
- g. Enter the exact amount of payment for the period used in step (d) above. Click “Save & Continue”.
- h. Enter your E-signature PIN in the required field. Click “Submit”.
- i. Keep a copy of the confirmation for your records and click “Finished”.