TIFF Save and Conversion Instructions

A TIFF file is a high-quality graphics format.

For certification verification, individuals must upload proof of transaction privilege, use or sales tax paid in a .TIFF file*

File maximum size - 2 GB.

How to show tax paid?

Approved documentation that shows sales, tpt, use tax paid (at least one is required)
- Bill of Sale
- Invoice
- Receipt
- Retail Purchase Agreement
- Use Tax Receipt
- Other documentation that shows sales, tpt, use tax paid

Documentation must show owner's name, Vehicle Identification Number (VIN), and amount of sales, use, or transaction privilege tax paid.
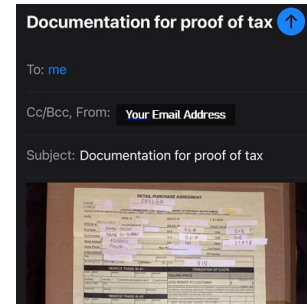
Options to Save or Convert to TIFF:
- **Phone Image**
- **Scan Document**
- **Snip-It or Print Screen**
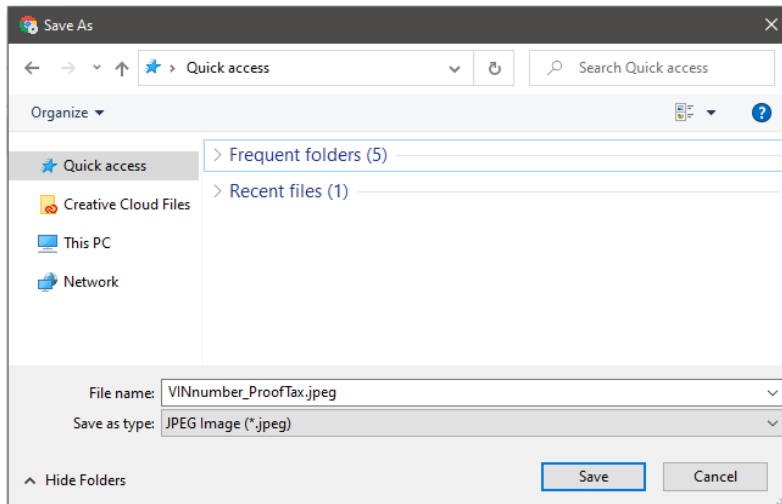- **Convert JPG to TIFF**
- **Convert PDF to TIFF**

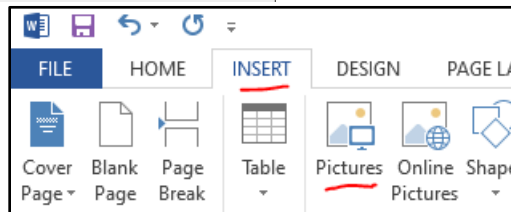# TIFF Save and Conversion Instructions

Phone Image

1. Take a clear photo with your phone of the documentation.
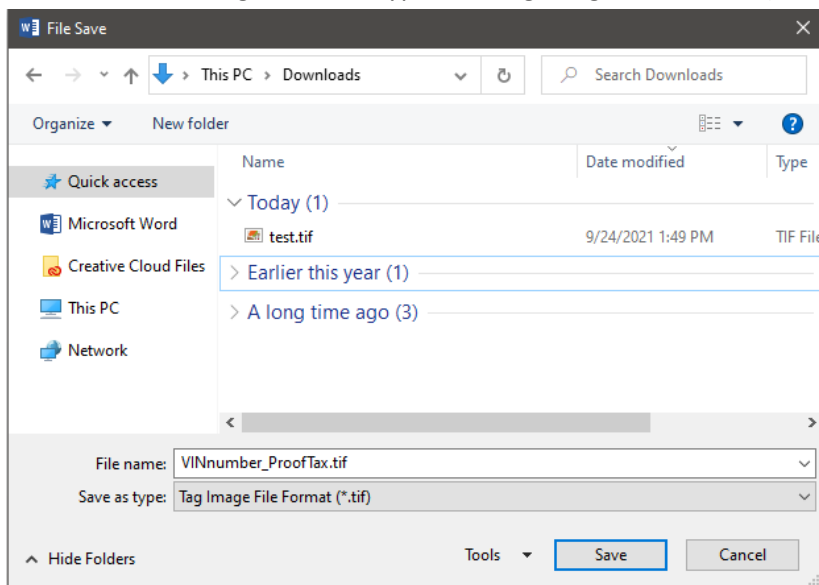2. Email the photo to your email address. (Actual size; do not shrink.)

3. Open and save the photo to the desired folder on your computer.

4. Open Microsoft Word.
5. Insert the screenshot into Microsoft Word.

6. Right-click on the image and select "Save as Picture."
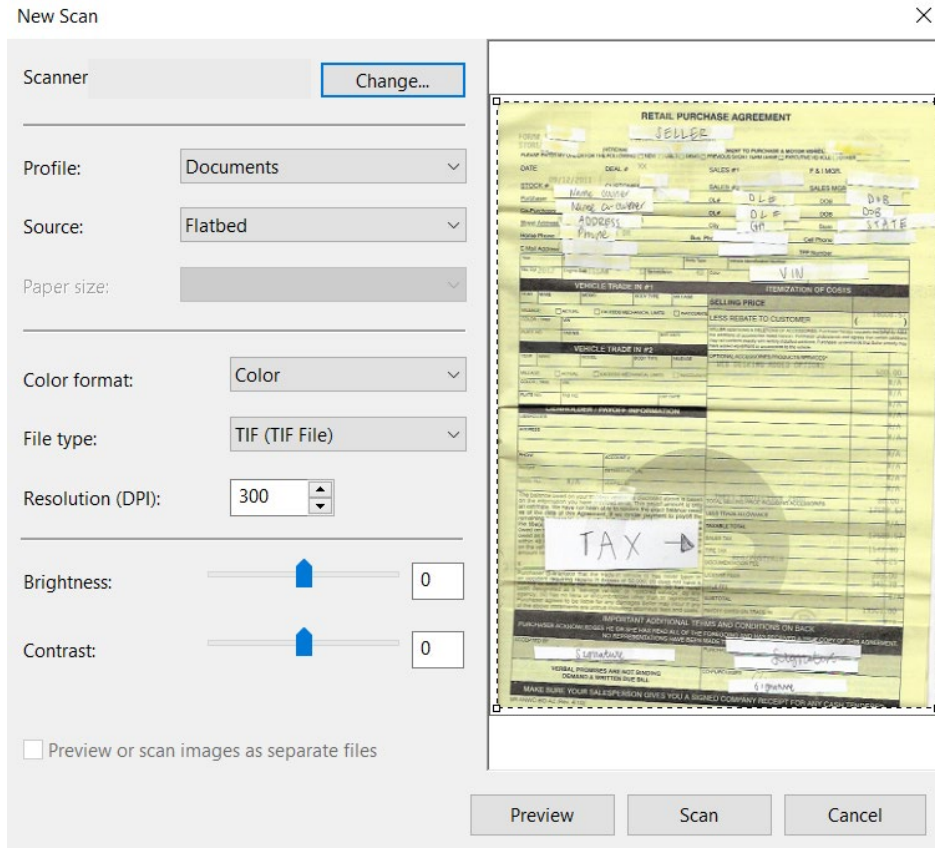7. Name file and change "Save as type" to "Tag Image File Format (*.tif)."

8. Select the desired folder and click "Save."
9. Upload the TIFF to AZTaxes Certification Portal.

TIFF Save and Conversion Instructions

Scan Document

1. Use the installed scanner software on your computer to scan the document.
2. Within the scanner program, select TIF as file type.


3. Scan the image.
4. Locate where the scanner saves the documentation.
5. Upload the TIFF to AZTaxes Certification Portal.

TIFF Save and Conversion Instructions

Snip-it / Print Screen

1. Take a screenshot of the documentation.
2. Open Microsoft Word.
3. Copy the image and paste the screenshot into Microsoft Word.
4. Right-click on the image and select "Save as Picture."
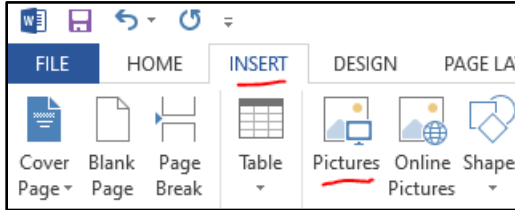5. Name file and change "Save as type" to "Tag Image File Format (*.tif)."
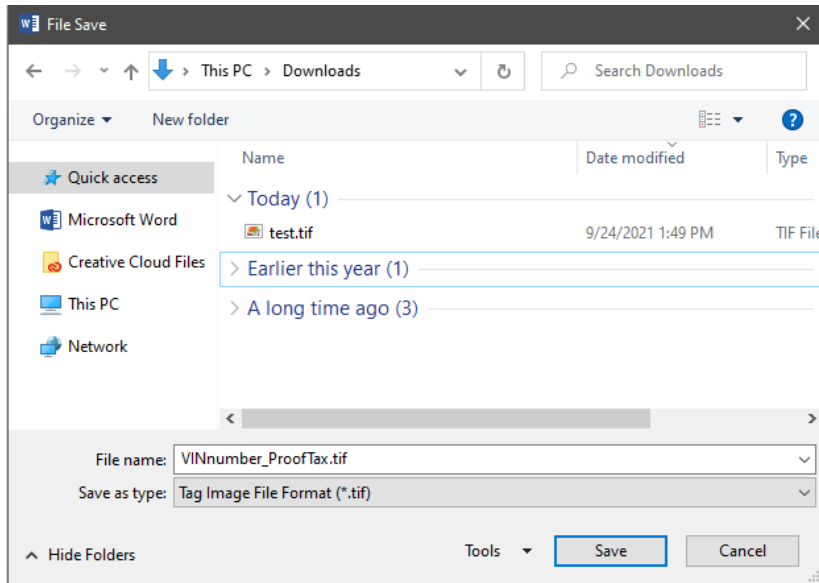
6. Select the desired folder and click "Save."
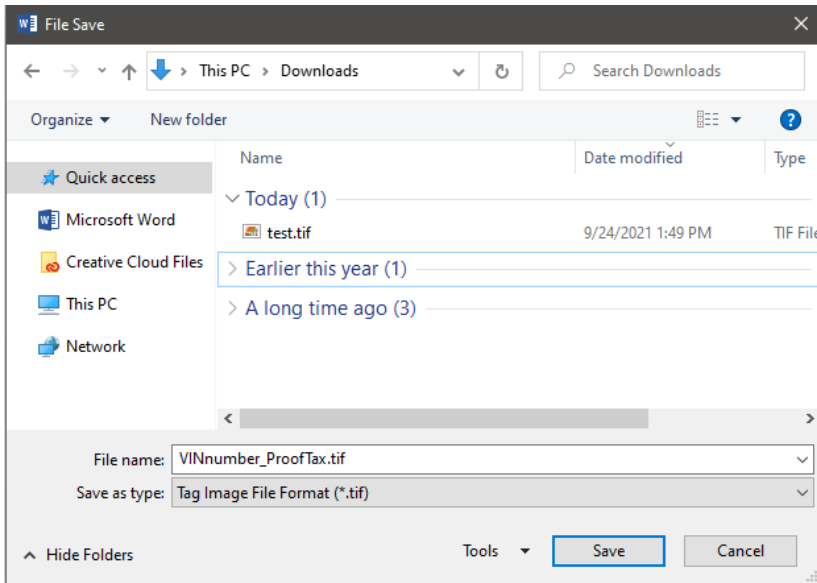7. Upload the TIFF to AZTaxes Certification Portal.

TIFF Save and Conversion Instructions

Convert JPG to TIFF

1. Open Microsoft Word.
2. Insert the screenshot into Microsoft Word.

3. Right-click on the image and select "Save as Picture."
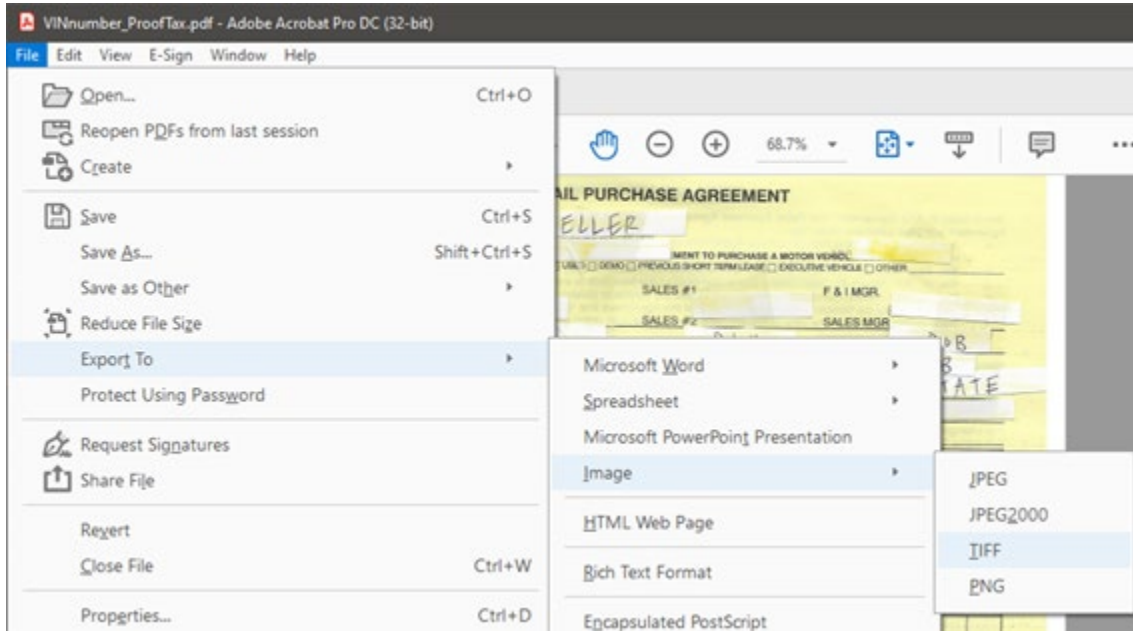4. Name file and change "Save as type" to "Tag Image File Format (*.tif)."

5. Select the desired folder and click "Save."
6. Upload the TIFF to AZTaxes Certification Portal.

TIFF Save and Conversion Instructions
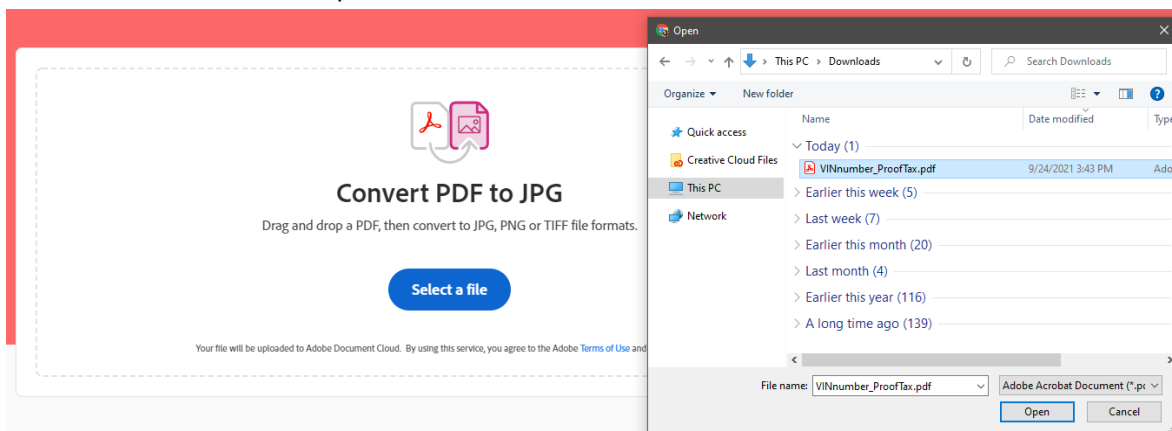
Convert PDF to TIFF

Acrobat Pro

1. Open PDF in Adobe Acrobat Pro.
2. Select File > Export To > Image > TIFF.

3. Select the desired folder and click "Save."
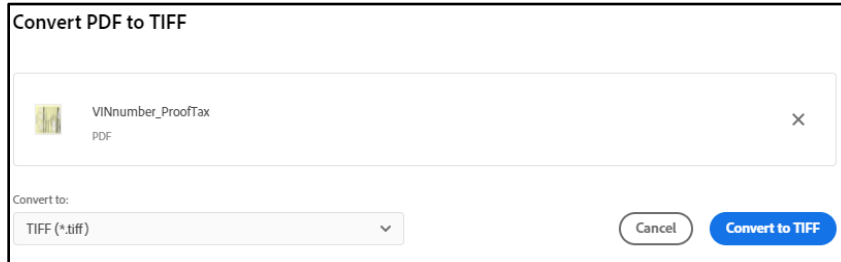4. Upload the TIFF to AZTaxes Certification Portal.

Acrobat Reader

1. Go to https://www.adobe.com/acrobat/online/pdf-to-jpg.html.
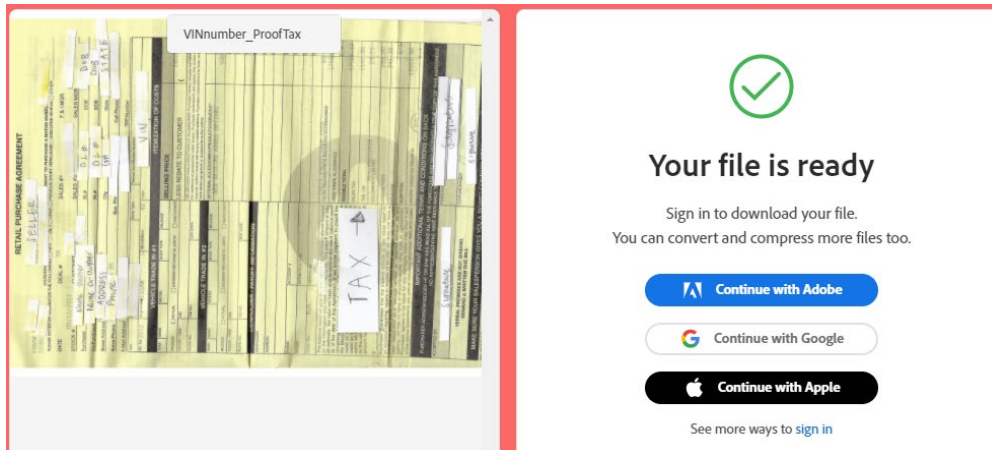2. Click "Select a file."
3. Select the desired file and open.
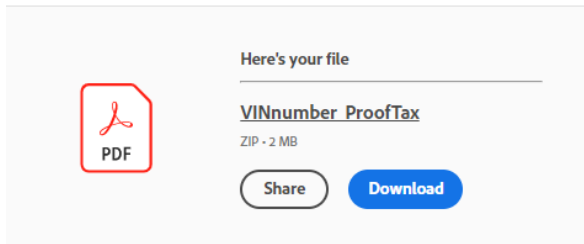
TIFF Save and Conversion Instructions

4. Select TIFF(*.tiff) under "Convert to."

5. Sign in to download the file through your Adobe account, Google account, or Apple account.

6. Click "download."

7. Select the desired folder and click "Save."
8. It will save as a ZIP file.
9. Upload the TIFF to AZTaxes Certification Portal.