



# 2017 TPT Renewal Fact Sheet

November 2016

**Arizona Department of Revenue (ADOR) will process all transaction privilege tax (TPT) license renewals for all jurisdictions this fall.** Businesses will receive one renewal notice per license from the department regardless of where the business is located.

The department strongly encourages businesses to register at AZTaxes.gov to maintain, view, report and pay their account(s) and renew their license.

Businesses with one physical location may receive a renewal form in the mail. All others must renew via AZTaxes.gov. If you cannot use AZTaxes.gov, you may download the form and mail the completed form to the address listed on the form.

Arizona does not charge a state "renewal" fee. If the business does not have a state TPT license issued by ADOR, the cost is \$12 for a new TPT license plus applicable city fees of up to fifty dollars per jurisdiction.

**Q. When is the renewal due?**

A. The renewal is due January 1, 2017. The TPT license is valid for one calendar year and must be renewed annually.

**Q. Will my current TPT license number change?**

A. If you currently hold a TPT license issued by ADOR, your license number should remain the same.  
  
If you previously used a TPT license number issued by a non-program city to pay and report tax directly to that city, that number will no longer be valid after December 31, 2016. You will pay and report all Transaction Privilege Tax to the Arizona Department of Revenue using the license number issued by the department.

**Q. What if I just received my license in November?**

A. TPT licenses are valid for one calendar year. A calendar year is from January 1 - December 31. Even if you get licensed in November, you still must renew your license in January.

**Q. Are license fees prorated?**

A. License fees are not prorated.

**Q. What do I need to renew my license?**

A. You will need the pertinent information for renewal, any changes, payment information, and your e-signature PIN.

**Q. How do I get to the renewal page to renew my license online?**

A. Log into your AZTaxes.gov account. From there you have two options:  

1. Click on License Renewal on the left navigation menu bar.
2. On your Business List page click on "License Renewal" under Actions.

**Q. Can I renew online if I received a paper renewal in the mail?**

A. Yes. Once you register for an AZTaxes account, you can renew your account online.

**Q. What if I do not have an AZTaxes account?**

A. You can register online at AZTaxes.gov.

**Q. What if I do not want to renew my license online?**

A. If you have more than one location, you must renew your license online.

**Q. What if my license has incorrect information?**

A. You can make changes to your license information using the Business Account Update process.  
**Note:** Please make the applicable changes before renewing your license. Please allow up to four hours for the update to appear on your account.

**Q. Do I have to pay my renewal fee immediately or can I be billed for it later?**

A. You must pay your renewal fee when you submit your renewal. You can pay with e-check or ACH Debit if you already have that option set up on your account.

**Q. How long will it take to receive my new license?**

A. You will receive your new license in the mail within three to five days of processing your renewal.

**Q. What if I do not renew my license?**

A. Your existing license will no longer be valid and you may be subject to penalties and interest.

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

A. Please call 602-255-3381.