



City of Phoenix
Tax & License Services
Fax: (602) 732-2769
email: etax@phoenix.gov

email Update Form

In order for a business to sign-up for e-Services, an e-mail address must be associated with its Phoenix tax license(s) or permit(s).

The completion of this form by the **owner or principal of the business on record with Phoenix** will allow the City to link an email address to your account(s) and allow you to sign up for e-Services. The City is unable to process a form signed by an individual that is not on record with Phoenix for the account(s) listed below.

Please either e-mail the completed form to etax@phoenix.gov or fax it to **(602) 732-2769**. Please allow 3 - 5 business days for the change to reflect on your account.

Once processed, we will notify you by e-mail with login instructions. If we are unable to process this form, we will attempt to contact you by e-mail in order to explain the error(s).

I already have an eTax account; I want to merge the accounts listed below to this userid:

Account No(s): (please list all applicable license numbers)	
Business Name:	
Primary email Address: dashes (-) are not allowed	

The information provided on this form is true and complete to the best of my knowledge and I am authorized by the above-named business to complete this form. By entering an e-mail address on this form, I acknowledge that the business may receive infrequent e-mails from the City of Phoenix regarding its account(s), as well as notices about services that may affect doing business with the City.

Please see the City of Phoenix privacy statement at www.phoenix.gov/ESERVICES/privacy.html for more details on e-mail address usage.

Signature (REQUIRED) _____ **Title** _____

Printed Name _____ **Date** _____

Phone Number _____