

# INSTRUCTIONS FOR THE CITY OF PHOENIX FILLABLE PRIVILEGE (SALES) TAX RETURN

You may use the form **ONLY IF** you are currently licensed and are completing a return for a reporting period for which you have been sent a return by the City. All calculations on the fillable return are automatic (except for penalty and interest), however you are responsible for making sure that they are correct.

The following information must be entered **exactly as shown** on the return sent to you by the City (your original City return):

- City License No. (8 digits).
- Ending month for the return (MM/YY format) – these will be the same for monthly reporting, must reflect a calendar quarter for quarterly reporting or a calendar year for annual reporting.
- Period (**M** for monthly reporting, **Q** for quarterly reporting or **A** for annual reporting).
- Business Name and Mailing Address.
- In the section headed “**Business Description Line Business Class,**” select the first Business Class shown on your original City return from the drop down list
- Select any other Business Classes shown on your original City return from the drop down list or that you need to add to the return on the appropriate line. Note: If you do not see your business activity you cannot use this form. You must use either your original City return or the blank return.
- In column 4, select the Tax Rate shown on your return or the Privilege (Sales) Tax Return Instruction Sheet for each Business Activity you selected from the drop down list of tax rates.

The following items are **required** for processing your return (if they apply to you):

- Gross Income for each Business Activity on Page 1, Column 1.
- Deductions for each Business Activity must be detailed on Page 2 of the return in the column corresponding to the Line number on Page 1. Scroll down through the return to Page 2. You **may not** claim deductions where “XXXXXXXXXX” fills the deduction box on your original City return. If you do, the deductions will be disallowed and you will receive a bill for the tax due on those deductions. For any deductions shown on line A20 – “Other Ded:,” you must include a description in the box.
- Purchases subject to the Use Tax are entered on Page 1, Line 1.
- Excess tax collected is entered by activity on Page 2, line B1.
- To use a City tax credit dated in the upper right corner of your Tax & License Statement with the last day of the most recent month, enter the credit on Page 1, line 10. Please call 602-262-6785, press 6 to confirm your credit before entering the amount on your return.
- Enter the Total Amount Paid on Page 1, Line 12 to match the amount of your payment. If you are not sending a payment, please enter “0.00.”
- Type the name of the person signing the return, the current date and the phone number of the person to call if there are questions about the return.

**DO NOT MAIL WITH TAX RETURN**

## **Instructions For The City Of Phoenix Fillable Privilege (Sales) Tax Return (Cont.)**

- Click the “Print the Return” button (you may wish to print a second copy at this time for your records) and sign the return. Please print as a duplex or two sided copy to remit one piece of paper.
- Sign the return.

The following items are optional:

- A mailing address change.
- To cancel your license – please check the box, type in the reason (e.g., sold, closed, moved, etc.) and the effective date of the cancellation (MM/DD/YY format).
- Your computation of penalty and interest (Page 1, line 11). If your return is filed or paid late, we will compute your penalty and interest. Penalty and interest are charged only on the tax without compounding and we recommend that you allow us to compute this amount and bill you. If you want to calculate penalty and interest or see how we will calculate them, please see the Privilege (Sales) Tax Return Instruction Sheet.

For detailed instructions on the tax return, return to our Forms page and review the sample returns and instructions available there.

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