

# Step by Step Instructions Sample Tax Return



PLEASE USE BLACK OR BLUE INK ONLY

10000083  
JOHN Q TAXPAYER  
251 W WASHINGTON ST FL 9TH  
PHOENIX AZ 85040

## City of Phoenix Privilege (Sales) Tax Return

Please indicate mailing address change here  
Mailing address change here

If you have no gross sales, please mark the box

If you had no business activity in this period, check here and sign at the bottom THIS FORM MUST BE RETURNED TO THE CITY EVEN IF THERE IS NO TAX DUE

Line	Business Activity	Bus. Code	Column 1 Gross Receipts or Jet Fuel Gallons / # of Games	Column 2 Less: Deductions From Sch A on Back	Column 3 Column 1 - Column 2 = Net Taxable	Col. 4 X Tax Rate	= Tax Amount
1	Use Taxable Purchases	29	1			2.00%	
2	Retail Sales	17	2	5	6	2.00%	7
3	Construction Contracting	15				2.00%	
4	Commercial Rental	13				2.10%	
5	TOTAL FROM ADDITIONAL TAX RETURN PAGE(S)				Plus (+)		9
6	ENTER EXCESS CITY TAX COLLECTED (From SCHEDULE C on the back)				Plus (+)		
7	GRAND TOTAL (Add lines 1 through 6)				Equals (=)		
8	PENALTY AND INTEREST (5% late filing per month & 10% late payment. A variable interest rate is charged each month matching the state rate.)				Plus (+)		
9	ENTER TOTAL LIABILITY (Add lines 7 plus 8)				Equals (=)		
10	ENTER CREDIT BALANCE TO BE APPLIED (From SCHEDULE B on back)				Minus (-)		
11	ENTER NET AMOUNT DUE (Line 9 minus line 10)				Equals (=)		
12	ENTER TOTAL AMOUNT PAID (Payable to PHOENIX CITY TREASURER). Write your account number on your check.						

Signature of Taxpayer/Paid Preparer 10 Date \_\_\_\_\_

Printed Name of Taxpayer/Paid Preparer Phone Number \_\_\_\_\_

Under penalties of perjury, I declare I have examined this return, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. The declaration of the paid preparer is based upon all information of which the preparer has any knowledge. A SIGNATURE IS REQUIRED TO VALIDATE THIS RETURN.

SEND THIS ORIGINAL ONLY  
KEEP A COPY FOR YOUR RECORDS

- 1.) Show Use Taxable Purchases, and calculate Use Tax Due
- 2.) Show Gross Income, Column 1
- 3.) List Allowable Deductions on Back
- 4.) Total Allowable Deductions on Back
- 5.) Carry Deduction Total to Front, Column 2
- 6.) Subtract Deductions from Gross Income

FOR CITY USE ONLY

CITY ACCOUNT NO.  
1 0 0 0 0 0 8 3

PERIOD ENDING  
0 2 / 0 9  
M M / Y Y

THIS RETURN IS DUE ON THE 20<sup>TH</sup> OF THE FOLLOWING MONTH

Filing Frequency MTH

To cancel your license  
Check the box at the left, note reason and date of cancellation and sign the bottom of the form

Reason \_\_\_\_\_

Effective Date \_\_\_\_\_

Call 602-262-6785 Cancel your license here



PST0712

Account No. 1 0 0 0 0 0 8 3

## City of Phoenix Privilege (Sales) Tax Return — page 2

Schedule A - Details of deductions: Enter the deductions included in the gross used in computing your city privilege (sales) tax. Please note: Not all deductions are available to all business classifications. The line numbers at the top of each column correspond with the line numbers on the front page (no Line 1 is listed).

SCHEDULE A Deduction Description	Line 2 Bus. Code	Line 3 Bus. Code	Line 4 Bus. Code
Total combined tax (State, county and city)	17	15	13
Bad debt on which tax was paid			
Sales for resale	3	*****Not available*****	*****Not available*****
Repair, service or installation labor		*****Not available*****	*****Not available*****
Discounts/Refunds/Returns		*****Not available*****	*****Not available*****
Freight out or delivery charges		*****Not available*****	*****Not available*****
Sales to qualified health org.		*****Not available*****	*****Not available*****
Sales to U.S. Govt. By retailer 50% deductible		*****Not available*****	*****Not available*****
Sales to U.S. Govt. By manufacturer (100% deductible)		*****Not available*****	*****Not available*****
Out of state sales		*****Not available*****	*****Not available*****
Trade-ins		*****Not available*****	*****Not available*****
35% Construction Contracting		*****Not available*****	*****Not available*****
Exempt Subcontracting Income		*****Not available*****	*****Not available*****
Out-of-city contracting		*****Not available*****	*****Not available*****
Food stamp sales		*****Not available*****	*****Not available*****
Sales of motor vehicle gasoline and use fuel		*****Not available*****	*****Not available*****
Sales/Leases of exempt machinery & equipment		*****Not available*****	*****Not available*****
Prescription drugs/prosthetics		*****Not available*****	*****Not available*****
Lottery ticket sales		*****Not available*****	*****Not available*****
Misc. Deductions - Please Explain here			
<b>TOTAL DEDUCTIONS (Copy to Front)</b>	4		

SCHEDULE B Credit Details (please verify credit before claiming)

Account Credit	B
XXXXXXXXXX	B

**Total Schedule B** (copy total to front, line 10)

SCHEDULE C Excess Tax Collected

By business class code	C
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**Total Schedule C** (copy total to front, line 6)

POSTMARKS ARE NOT ACCEPTED AS EVIDENCE OF TIMELY FILING.  
FOR ASSISTANCE, CALL: City of Phoenix 602-262-6785, Press 6, TTY 602-534-5500, Fax 602-262-7151 or visit our website [www.phoenix.gov/pit](http://www.phoenix.gov/pit)

- 7.) Multiply Net Taxable by Tax Rate
- 8.) Complete Steps 2 through 7 for each business class
- 9.) Total Tax Amount Due
- 10.) Sign, Date, and phone number on return
- 11.) Make a copy for your records