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- For questions regarding your RDS account or Arizona Transaction Privilege and Use Tax for RDS administered municipalities, contact one of our friendly RDS representatives toll free at (866) 940-7660 or by emailing azsupport@revds.com.
- Downloadable forms and a listing of tax rates for municipalities administered by RDS are listed on the RDS website at www.revds.com.
- Businesses with income subject to transaction privilege tax must file a Transaction Privilege Tax form. Tax rates vary by municipality. See rate sheet for additional information.
- **Voluntary online filing is available. To utilize the online filing application, simply visit our website at www.revds.com to get started.**
- If you elect not to use online filing for your Arizona Transaction Privilege and Use tax online, you must use this form for filing any RDS administered Arizona municipalities. For a current listing of RDS administered municipalities, visit our website at www.revds.com.
- Taxes are due monthly on the 20th of the month following the collection month. (Example: March taxes are due on or before April 20th.)
- Check the applicable box in the middle of the form if there is not income to report, and sign at the bottom.
- **Step 1 – Confirm that your correct business name and contact info are on the form.**
- **Step 2 – Mark the period for which you are filing (if the form is not preprinted).** Quarterly filers must be qualified to file quarterly returns. Gross income must be between \$5,000 and \$50,000 per year. Annual filers must have less than \$5,000 gross income per year. Contact an RDS representative to request a change in filing frequency. Any filing frequency other than Monthly must be pre-approved.
- **Step 3 – Region Code:**
 - Bullhead City = BHC
 - Sedona = SE
- **Step 4 – City/Town:** Write the municipality's name on the form. Include Tax Rate if not preprinted.
- **Step 5 – Business Description Code:** This code is used to identify the type of tax that your business should remit. (Examples: Privilege Tax-00, Use Tax-02) See rate sheet for additional information.
- **Step 6 – Business Class Code:** You must indicate at least one business class. (Examples: Hotel/Motel-25, Retail-17, etc.) See rate sheet for additional information.
- **Step 7 – Gross Income (Column 1):** Enter the *gross* income in Column 1 for each reported Business Class Code and City/Town. You must enter the *gross* amount of money, cash or other consideration you received during the reporting period for which you are filing (if using the cash receipts basis of accounting) or the total amount of revenue you invoiced, billed or otherwise recognized during the reporting period for which you are filing (if using the accrual basis of accounting). For both methods of reporting, the amount reported in Column 1 must be the *gross* income including the tax amount collected.
- **Step 8 – Less Deductions (Column 2):** Enter the portion of the reported gross receipts from Column 1 that is deductible or considered exempt income. Please complete and attach Schedule A to itemize all deductions.
- **Step 9 – Taxable Income (Column 3):** Subtract column 2 (Less Deductions) from Column 1 (Gross Income). Enter the result in Column 3 (Taxable Income). This is the net income that is subject to tax.
- **Step 10 – Tax Due (Column 4):** Multiply the Tax Rate by the Taxable Income. Calculate each line separately.
- **Step 11 – Add Penalty & Interest if Applicable (Column 5): Pursuant to Arizona law, returns that are filed late are assessed a late filing penalty. There is an ADDITIONAL penalty for late payments.**
 - **Late Filing Penalty:** Calculated at 5% per month or any portion of a month up to a maximum of 25% of the amount of tax due.
 - **Late Payment Penalty:** Calculated at 10%. The maximum total of the two penalties cannot exceed 25% of the tax due.
 - **Interest:** Interest is calculated at the Federal Short Term rate plus 3 percentage points. On January 1 of each year outstanding interest is added to the principal tax due and accrues interest pursuant to tax code Sec. 3.16.540
- **Step 12 – Total from Additional Pages:** If you had to use additional lines on another page to calculate taxes due, please enter the total from the additional pages in this section.
- **Step 13 – Enter Excess Tax Collected:** Other excess City/Town tax collected/charged should be entered on this line.
- **Step 14 – Grand Total:** (Add Column 6, lines 1 through 15)
- **Step 15 – Enter Net Amount Due:** Should be the same as the Grand total.
- **Step 16 – Enter Total Amount Paid:** Enter total amount being paid. This amount should equal your check amount. Please confirm this amount at the top of the remittance form in the "Total Amount Remitted with This Return" box.
- **Step 17 – Sign and Date the form. A signature is required to make the tax return valid.**
- Checks should be made payable to: RDS – Arizona. Please do not staple or tape payment to this form. Do not send cash.
- **Step 18 - Remit tax return with payment to:**

RDS
Attn: AZ – Privilege Tax
PO Box 830725
Birmingham, AL 35283-0725

DISCLAIMER: Please note that the administration and rate changes on the RDS Advisory and RDS tax forms are updated once the required information has been received, verified and validated in compliance with RDS policy. Any information received before or after the publication of an RDS Advisory or tax form will not be guaranteed to appear on said forms until all such requirements have been met. RDS is not responsible for incorrect information and/or improper use of the information provided. All updates are completed on a timely basis once the requirements have been met. For the most current RDS administration or to process that transaction as a check. When we use your check to make an electronic fund transfer, funds may be withdrawn from your checking account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. If there are insufficient funds in your checking account, you authorize us to charge a Returned Payment Fee in the amount set forth below and collect that amount through an electronic fund transfer from your checking account, if permitted by applicable law. IF YOUR CHECK OR OTHER PAYMENT IS RETURNED UNPAID by your bank, we may, if permitted by applicable law, charge a Returned Payment Fee of \$ 50 in KY and VA; \$40 in DE and MS; \$ 35 in MD; \$30 in AL, OH, SC, TN, and TX; \$25 in AR, IL, MO, NC and WV; \$20 in IN; the greater of 5% of the check or (i) \$30 in GA or (ii) \$25 in LA; the greater of 5% of the check or (i) \$25 if the check is under \$50, (ii) \$30 if the check is between \$50 and \$300 or (iii) \$40 if the check is over \$300 in FL. Effective July 1, 2010, each returned item received by RDS due to insufficient funds will be electronically represented to the presenter's bank no more than two times in an effort to obtain payment. RDS is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at www.revds.com/az/return-check-disclaimer.