



Sedona, AZ

Transaction Privilege and Use Tax Administration

Business License Administration

Compliance Program

Why did the City decide to self collect?

- Improved communication with administrative agent
- Level the playing field for taxpayers
- Direct control of sales tax revenues
- Controlled access to taxpayer data (updated daily)
- Daily distribution of revenues
- Detailed reporting – (expanded access)
 - Positively impacts cash flow, forecasting and economic development

Who is RDS?

RDS is a government services company that provides administrative, management and back-office revenue enhancement support services to state and local government in the areas of tax administration, revenue discovery/recovery, compliance audit examination and delinquent tax receivables collection.

Why RDS?

- 25+ years tax administration & “government-only” experience
- Currently manage 780+ service contracts for back-office tax processing, compliance, auditing and delinquent management for 490+ government clients
- Process \$740M in annual business tax revenue representing 2.4M (1M online) transactions and 405K unique tax returns
- 2005; acquired by Norfolk, VA-based, Portfolio Recovery Associates (NASDAQ: PRAA)
- Undertake annual SAS 70, Type II operations, process & funds disbursement audit; governed by Sarbanes-Oxley Act of 2002
- Developed robust, proprietary, multi-jurisdictional, multi-state, multi-tax administration and discovery system
- Partnered with Arizona League of Municipalities

Government Contract Experience

Administration

- Partnered with Bullhead City, AZ for the administration of Transaction Privilege and Use tax since March 2009
- 255+ monthly sales/use tax processing, collection & funds disbursement contracts
- 130+ annual business license/occupation taxes processing, collection & funds disbursement contracts (California, Alabama, Georgia and Louisiana)
- 175+ insurance premium tax (IPT) administration contracts
- Occupational tax collection & funds disbursement contract for Fulton County, GA — (pop: 960,000)

Discovery/Recovery: 100+ contracts; (Generated \$25M+ in forward flow revenue)

Compliance Auditing: 280+ contracts driving millions in discoveries

Tax Receivables Collection: Millions in collections

Benefits of Self Administration to Business Community

- **Taxpayer Support**
 - Toll free number (866) 940-7660 (7:30 to 4:30 MST Monday through Friday)
 - Email support : azsupport@revds.com
 - Web address: www.revds.com
- **Tax Filing**
 - Customized forms mailed every quarter
 - Voluntary online filing and pay available February 1, 2011
 - Filing history available at any time
 - Form available online at www.revds.com
 - RDS account review to determine if business qualifies for quarterly filing

Introduction Package to Businesses

- **During the month of December, you will receive the following Documents from RDS**
 - **Important Tax Notice**
 - **Advisory/Newsletter**
 - **Three Customized Forms and Instructions (Forms will be labeled for tax periods January – February – March.)**
 - **Online Filing Introduction Package**



December 1, 2010

Dear Business Owner / Tax Manager:

****IMPORTANT TAX INFORMATION FOR THE CITY OF SEDONA, AZ****

The Sedona City Council voted to collect its own sales taxes (transaction privilege tax returns) and end its collection agreement with the Arizona Department of Revenue (AZDOR) effective **December 31, 2010**. The City of Sedona chose Revenue Discovery Systems (RDS) as a partner to assist the City of Sedona staff in the self collection tasks. Taxpayers will begin filing their tax returns and remitting tax payments to RDS on behalf of the City of Sedona beginning with the reporting period ending **January 31, 2011** (with a due date of **February 20, 2011**).

Enclosed you will find three customized sales tax returns (transaction privilege tax returns) and instructions, which should be completed and remitted along with your tax payment each month. To encourage environmental conservation efforts and to simplify tax filing, we will offer a voluntary online file and pay option for the City of Sedona effective **February 1, 2011**. This free service allows you to register, file and pay your taxes online the same day. For your convenience, your online filing history will be stored so that you can view it at any time. To take advantage of this option, please visit www.revds.com. RDS will mail new forms and an Advisory each quarter to those taxpayers who do not wish to utilize the online filing option. In addition, downloadable forms are available online.

We ask that you begin utilizing the enclosed customized forms or filing online with your **January 2011 taxes that are due on or before February 20th**. Failure to do so may result in a delinquency notification. Please review the enclosed forms and contact our office immediately if any changes to your account information need to be made. This will ensure timely receipt of your payment and avoid any unnecessary delinquent tax notifications.

Please update your accounting system and/or notify your business' tax preparer to mail all tax remittances and correspondence for the City of Sedona to the following address effective **tax period January 2011**:

RDS • AZ – Privilege Tax • PO Box 830725 • Birmingham, AL 35283-0725
Phone (866) 940-7660 • Fax (205) 423-4099 • Email: azsupport@revds.com • Website: www.revds.com

In addition to partnering with the City of Sedona to assist with the self-collection tasks of transaction privilege and use taxes, RDS will be working with the businesses operating in the City for issuance of their annual business licenses. Your business will be receiving an additional notification concerning the 2011 business license requirements within the next few days.

We are excited to have the opportunity to serve the City of Sedona business community. We are committed to making this transition from the Arizona Department of Revenue as seamless as possible and hope that you will work with us in this endeavor. We know you will have questions or perhaps require additional information, so please do not hesitate to contact taxpayer support at (866) 940-7660 Monday- Friday 7:30 am - 4:30 pm MST. You may also contact us via email at azsupport@revds.com.

For additional support, the City of Sedona is available to answer your questions. You may email the City at SalesTax@SedonaAZ.gov.

Let's move the City of Sedona forward together!

Sincerely,
RDS Client and Taxpayer Support

City of Sedona
Office Location: 102 Roadrunner Drive, Sedona, AZ
Mailing Address:
All Tax Returns and Tax Payments to be Mailed to RDS

Revenue Discovery Systems
Office Location: 2317 Third Avenue North, Suite 200
Remittance and Tax Return Filing Address: Sales Tax Division
P.O. Box 830725 - Birmingham, AL 35283-0725
Phone (866) 940-7660 • Fax (205) 423-4097

IMPORTANT TAX NOTICE FOR THE CITY OF SEDONA, AZ

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BUSINESS LICENSE NOTIFICATION FOR THE CITY OF SEDONA, AZ

In addition to partnering with the City of Sedona to assist with the self-collection tasks of transaction privilege and use taxes, RDS is working with the businesses operating in the City for issuance of their annual business licenses.

If you have not received information concerning the 2011 Business License requirements, please contact Taxpayer Support immediately at (866) 940-7660 or at azsupport@revds.com.

CURRENT RATES

For a complete rate listing for RDS administered municipalities, please visit our website at www.revds.com.

4001 Bullhead City, AZ

Transaction Privilege Tax (TPT) = 2%
(Exceptions: Contracting -Contractors, Mining-Metals and Jet Fuel Tax) See rate sheet for all rates.

Use Tax-Utilities = 2%
Use Tax-Purchases = 2%
Jet Fuel Use Tax = \$ 0.03 / gal

Bed Tax/Transient Occupancy Tax = 3%

**4002 City of Sedona, AZ
located in Coconino County**
Remit to RDS effective tax period
**January 2011 (taxes due by
February 20th).**

Transaction Privilege Tax (TPT) = 3%
Use Tax = 3%
Hotel / Motel (Additional Tax) = 3%

**4003 City of Sedona, AZ
located in Yavapai County**
Remit to RDS effective tax period
**January 2011 (taxes due by
February 20th).**

Transaction Privilege Tax (TPT) = 3%
Use Tax = 3%
Hotel / Motel (Additional Tax) = 3%

PENALTIES ARE EXPENSIVE!

Please Remember: The due date for Sales and Use Tax is the 20th. Penalties and Interest are applied to late payments as well as underpaid taxes.

File Your Taxes Online!

- ✓ Paperless
- ✓ Safe
- ✓ Easy
- ✓ Fast
- ✓ Secure
- ✓ Free to Use

RDS is making it easier for taxpayers to voluntarily remit their Arizona Transaction Privilege and Use Tax online.

**Voluntary Online Filing
Is Just A Click Away!**

Visit www.revds.com
to get started!

SCHEDULE A – DEDUCTIONS FORM

If you take deductions on your Transaction Privilege and Use Tax Return, you must include a Schedule A deductions form with your tax payment. Failure to file a Schedule A may result in an invoice for underpayment of taxes. Please remember to total your deductions on the Schedule A form.

TAXPAYER SUPPORT

RDS' friendly representatives are available to answer your questions regarding your RDS account.

In addition, assistance is available if you have questions about Arizona Transaction Privilege or Use Tax for RDS administered municipalities.

Please contact Taxpayer Support toll free at (866) 940-7660 Monday through Friday, 7:30 am – 4:30 pm MST. You may also contact us via email at azsupport@revds.com.

ONLINE FILING AVAILABLE • VISIT WWW.REVDS.COM TO GET STARTED TODAY!

RDS – Arizona • PO Box 830725 • Birmingham, AL 35283-0725
Taxpayer Support: (866) 940-7660 • Email: azsupport@revds.com • Website: www.revds.com

File Your Taxes Online! Paperless Filing is Available!
Visit www.revds.com to get started today!

- 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:**
 - o Bullhead City = BHC
 - o 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.
 - o **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.
 - o **Late Payment Penalty:** Calculated at 10%. The maximum total of the two penalties cannot exceed 25% of the tax due.
 - o **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 late charges 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 and 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 Advisory and/or Tax form information provided, please visit our website at www.revds.com. **RETURN TO CORRESPONDENCE:** When you receive a payment by check, you authorize us to use information from your check to make a one-time debit/credit transfer from your checking account according to the terms of your check or to process that transaction as a credit. When we use your debit/credit card, we will authorize your card checking account as well 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 Payment Returned Fee to the account and late fees and collect that amount through an electronic fund transfer from your checking account. If provided by applicable law, IF YOUR CHECK OR CREDIT PAYMENT IS RETURNED UNDEPOSITED BY YOUR BANK, we may, if provided applicable law, charge a Payment Returned Fee of \$20 in AZ and VA, \$20 in TX, and \$45 in MD, DE, NJ, NY, PA, RI, CT, DC, HI, IL, IN, IA, KS, KY, LA, MI, MN, MO, NE, ND, OH, OK, TN, and VT. \$20 in AR, LA, MS, NC and WV. \$20 in IL, IN, IA, KS, KY, LA, MI, MN, MO, NE, ND, OH, OK, TN, and VT. If the check is cashed at a location other than the RDS office, the check will be electronically represented in the remittance form no more than two (2) days in order to allow payment. RDS is not responsible for any additional bank fees that will occur due to the remittance of the returned form. Please see the full remitted check policy at www.revds.com/AccountInformation/CheckPolicy.

Voluntary Online Filing Available

- ✓ **No More Paper Forms**
- ✓ **No Additional Cost**
 - ✓ **Safe**
 - ✓ **Secure**
 - ✓ **Easy to Use**
- ✓ **Pay by ACH Debit or Credit Card**
- ✓ **Filing History Saved Online**



Online Filing Available! Free ~ Easy to Use ~ Safe~ Fast

www.salestaxonline.com

The screenshot shows the homepage of SalesTaxOnline.com. At the top, the logo "SalesTaxONLINE.com" is displayed in a blue and orange color scheme. Below the logo is a navigation menu with links for "Home", "Lookup", "Support", and "FAQ". On the left side, there is a login form with fields for "Username" and "Password", a "LOGIN" button, and links for "Forgot your password?" and "Sign up as a New User?". In the center, a quote reads: "Calculation errors on the part of the taxpayers have been totally eliminated." To the right of the quote is a portrait of John Betts, identified as the Caldwell, Calahoula and LaSalle Sales Tax Dept. Below the quote and portrait, there are three main content sections: "Our Company", "Featured Clients", and "Our Solutions".

SalesTaxONLINE.com

Home Lookup Support FAQ

Username:
Password:
LOGIN
Forgot your password?
Sign up as a New User?

"Calculation errors on the part of the taxpayers have been totally eliminated."

John Betts
Caldwell, Calahoula and LaSalle Sales Tax Dept.

Our Company

About e-Gov Systems

e-Gov Systems provides state and local government agencies with innovative web-based solutions to enable electronic collection of taxes, licenses, and fees.

SIGN UP NOW!! FOR A FREE ACCOUNT!!!

Our solutions are a result of the collaborative effort between e-Gov Systems and government agencies to reduce cost and increase efficiencies.

SalesTaxOnline.com is our e-Government Portal that allows e-filing and payment of sales and use tax returns, securely and conveniently.

Featured Clients

Alabama Sales & Use Tax Returns

SalesTaxOnline.com now offers businesses the ability to e-file and pay Alabama Sales and Use Tax returns. A large number of cities and counties are providing our services free of charge – with many more signing up soon.

e-Gov Systems worked closely with the tax collectors in Alabama to develop the web-based service that would seamlessly integrate with the collector's back-end system.

City of Seaside, CA Business Licenses

e-Gov Systems is proud to welcome the City of Seaside, CA to our online family.

Businesses can now e-file their licenses to the City of Seaside in California.

Our Solutions

Returns Available Now

To view available returns, please select from the list below:

- ALABAMA - SALES AND USE TAX**
- ALABAMA - BUSINESS LICENSE**
- ARIZONA - TRANSACTION PRIVILEGE TAX**
- CALIFORNIA - BUSINESS LICENSE**
- KANSAS - SALES AND USE TAX**
- LOUISIANA - SALES AND USE TAX**
- LOUISIANA - OCCUPATIONAL LICENSE**

Quick Start Guide

Home Page

- File a new return
- View online history
- Change username/password
- Set up new users
- Look up rates
- Contact Taxpayer Support
- FAQ's



Signed in as Carol Dyar LOG OFF

SalesTaxONLINE.com

Home Create Return My Returns Account Center Lookup Support FAQ

Welcome to SalesTaxOnline, Carol Dyar.

Quick Links
[File a new return](#) || [View my account numbers](#) || [View my business information](#) || [View my filing history](#)

Notices & Alerts
 This section displays notices and alerts about tax rates, tax forms, and other important information regarding your SalesTaxOnline account.

Alert	Details	Date Added
Attention Taxpayers who have Debit Protection on Payment Accounts:	ID is 9726000155. Please provide this Originator ID to your bank to allow this authority to process your online payments. If you do not have debit protection on your bank account(s) or do not make payments to Beauregard Parish, please disregard this message.	09/21/2010
Louisiana Department of Revenue Sales Tax Form (R-1020) Changes Effective 7/1/2010	<ul style="list-style-type: none"> ▪ Line 20c has a wording change: "Other transactions subject to 1% tax including sales of coal, lignite and nuclear fuel." ▪ Line 23 deduction has changed: "Sales to loggers and paper and wood manufacturers." ▪ Line 26C has been added: "Motor vehicle leases or rentals subject to 1% tax (does not include lease for re-lease transactions)." 	06/1/2010

HELP

- What should I do if the return I need to file is not in the list?
- How do I have multiple locations. How can I add them?
- The location name is incorrect. How can I change it?
- Can I set a date for the return to be filed?
- Can I set a date for the payment to be made?
- Can I file a return without making a payment?
- Can I save a return and continue filing it at another time?
- What methods of payment are available?

e-Gov Systems
 Website Support
 Phone (225)215-0100
 Fax (225)-215-0090
 Email Support@e-GovSystems.com

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Signed in as Carol Dyar LOG OFF

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Home Create Return My Returns Account Center Lookup Support FAQ

SELECTION → **PREPARE** → **PAYMENT** → **FILE** → **CONFIRMATION**
 New Return Enter Data Process Payment Return/Remittance Print Return

File Return
 Select the filing period, return, and location you would like to file for. Click the Next button to continue to the electronic return.

- Select State:**
 Arizona
- Select Filing Period:**
 January 2011
- Select Return:**
 Arizona Returns
 Don't see your return listed? [Click here to add the return.](#)
- Select Location:**
 021135413
 Does your company have multiple locations? [Click here to add another business location.](#)

NEXT **CANCEL**

Step 1

[Click here for tax authority contact information](#)

File Your Return by Following a Series of Simple Steps!

Select the date that you want your payment to be submitted.

SalesTaxONLINE.com

Home Create Return My Returns Account Center Lookup Support FAQ

SELECTION PREPARE PAYMENT FILE CONFIRMATION

Ariziona Transaction Privilege Tax

Filing Period: January 2011 Due Date: February 20, 2011 File Date: 02/27/2011

Return will not be filed and payment will not be processed until the FILE DATE specified above.

Please select the City/Town, Business Description and Business Class for each Transaction Tax you wish to file.

- Click the **Add** button to include your selections in the list then fill in Gross Sales and Deductions amounts.
- Continue adding selections to the list until your return is complete.

City/Town	Business Description	Business Class
Sedona, AZ	(000) - Transaction Privilege Tax	(017) Retail
	(002) - Use Tax	(019) Mining-Metals
	(009) - Jet Fuel Tax	(025) Hotel/Motel
	(008) - Jet Fuel Use Tax	(033) Telecommunications Service
	(010) - Bed Tax-Transient Occ	(037) Contracting-Owner Builder

Summary Total

1.Total Gross Sales	\$0.00
2.Total Deductions	\$0.00
3.Total Adjusted Gross Sales	\$0.00
4.Total Tax Liability	\$0.00
5.Total Accounting Credit	\$0.00
6.Total Net Tax Due	\$0.00
7.Total Penalty	\$0.00
8.Total Interest	\$0.00
9.Total Estimated Payments Used	\$0.00
10.Total Due	\$0.00

CANCEL SAVE NEXT

Click here for tax authority contact information.

Step 2

Signed in as Carol Dyar

SEDONA, AZ (017) RETAIL

1. Gross Sales 0.00

2. Allowable Deductions (503)RESALE: Sales for Resale Add

Total Deductions 0

3. Adjusted Gross Sales 0.00

4. Tax Due 0.00

5. Excess Tax Collected 0.00

6. Tax Credit or Debit 0.00

7. Total Tax Due 0.00

8. Accounting Credit 0.00

9. Net Tax Due 0.00

10. Interest 0.00

11. Penalty 0.00

12. Estimated Payment to be Used 0.00

13. Total Amount Due 0.00

DELETE SAVE

Step 3

Signed in as Carol Dyar

SalesTaxONLINE.com

Home Create Return My Returns Account Center Lookup Support FAQ

SELECTION PREPARE PAYMENT FILE CONFIRMATION

Summary

The following information will be transmitted to the taxing authority along with your return. If all of the information below is correct, click FILE RETURN to transmit your payment and tax return.

Only by clicking FILE RETURN will you receive a CONFIRMATION NUMBER.

Return Name	Amount Due	Convenience Fee
RDS Arizona	\$0.00	\$0.00
Total	\$0.00	\$0.00

FILE RETURN If the information above is correct, click FILE RETURN to transmit your return and payment to the taxing authority.

Company Information	Return Information	Payment Information
Name: Carol Dyar	Account Number: 000000	Amount Due: \$0.00
Company:	Filing Period: September 2010	Account Type:
Phone:	Filing Status: Monthly	Account:
Fax:		Routing Number:
Mailing Address:		Billing Address:
Location Address:		

BACK CANCEL Click Back if you need to make changes to your return or payment information.

Click here for tax authority contact information

e-Gov Systems Website Support
Phone: (225)215-0100
Fax: (225)215-0090
Email: Support@e-GovSystems.com

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Step 4

Questions?

**Taxpayer Support is also available at
(866) 940-7660
(MST 7:30 a.m. – 4:30 p.m.)
or by emailing
azsupport@revds.com.**

The End