



# Arizona Department of Revenue

## License & Registration Section

PO Box 29032 • Phoenix AZ 85038-9032

Phoenix: (602) 542-4576 • Toll-free: (800) 634-6494 (from area codes 520 and 928)

### BUSINESS ACCOUNT UPDATE

**For Transaction Privilege Tax License and Withholding Registration: if ownership changes require a new Employer Identification Number (EIN), a Joint Tax Application is required. Do not use this form to change the EIN.**

Taxpayer or Legal Business Name on Current License Number (*Please print*)

License Number(s)	EIN
-------------------	-----

#### SECTION A. ACCOUNT TYPE

- |   |   |
|---|---|
| <input type="checkbox"/> Transaction Privilege Tax License (TPT)                                  | <input type="checkbox"/> Corporate (Including Partnership, Limited Liability, and S Corporations) |
| <input type="checkbox"/> Withholding/Unemployment Tax Registration ( <i>if hiring employees</i> ) |   |
| <input type="checkbox"/> Use Tax Registration   |   |

#### SECTION B. CHANGES REQUESTED / FEES

*Please check boxes below to indicate the change in your account, and complete Sections C through G to verify or correct all information.* Asterisked (\*) changes to Transaction Privilege Tax licenses are subject to a fee of \$12 per location for the state fee and any applicable city fees. City fees are listed on the back of this form. There are no fees for changes to Corporate Account, Use Tax or Withholding Registrations.

STATE FEE: _____
CITY FEE(S): _____ <small>(from back page)</small>
TOTAL FEE(S): _____

- |  |  |
|--|--|
| <input type="checkbox"/> Business name or DBA name change *                                      | <input type="checkbox"/> Duplicate license *                 |
| <input type="checkbox"/> Mailing address change  | <input type="checkbox"/> Add city license (see other side) * |
| <input type="checkbox"/> Business location change *  | <input type="checkbox"/> Reinstate Effective Date _____      |
| <input type="checkbox"/> Additional business or rental location(s) filing consolidated reports * | <input type="checkbox"/> Cancel effective date _____         |
| <input type="checkbox"/> Corporate Officers  |  |

#### SECTION C. BUSINESS NAME AND ADDRESS

Legal Business Name / Owner / Employing Unit	
Business or "Doing Business As" Name	
Mailing Address (Street Name or PO Box), City, State, Zip	Country
E-mail address	Business Phone Number
	Fax Number
Physical Location Business or Rental (NOT a PO Box) <input type="checkbox"/> <b>Check here if this is an added location</b>	County

#### SECTION D. IDENTIFICATION OF OWNER Partners, Corporate Officers, Members (or Managing Members) or Officials

A. Name (Last, First, MI)	B. Soc. Sec. No.	C. Title	D. % Owned	E. Complete Residence Address	F. Phone Number

**If the owner, partners, corporate officers or combination of partners or corporate officers, members and/or managing members own or control more than 50% of another business in Arizona, attach a list of the businesses, percentages owned and unemployment insurance account numbers.**

**SECTION E. LOCATION OF TAX RECORDS**

Location of Tax Records (Street Address, City, State and ZIP code)

---

Name of Company or Person to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

**SECTION F. PROGRAM CITY TPT LICENSE FEES** (Indicate affected cities in "Total" column.) Date you started business in cities \_\_\_\_\_  
 For Use Tax updates, indicate the city locations, but enter zero (0) in the "Total" column.

City/Town	Code	Fee	No. of Loc	Total	City/Town	Code	Fee	No. of Loc	Total	City/Town	Code	Fee	No. of Loc	Total
Benson	BS	5.00			Guadalupe	GU	2.00			San Luis	SU	2.00		
Bisbee	BB	1.00			Hayden	HY	5.00			Show Low	SL	2.00		
Buckeye	BE	2.00			Holbrook	HB	1.00			Sierra Vista	SR	1.00		
Bullhead City	BH	2.00			Huachuca City	HC	2.00			Snowflake	SN	2.00		
Camp Verde	CE	2.00			Jerome	JO	2.00			Somerton	SO	2.00		
Carefree	CA	10.00			Kearny	KN	2.00			South Tucson	ST	2.00		
Casa Grande	CG	2.00			Kingman	KM	2.00			Springerville	SV	5.00		
Cave Creek	CK	20.00			Lake Havasu	LH	5.00			St. Johns	SJ	2.00		
Chino Valley	CV	2.00			Litchfield Park	LP	2.00			Star Valley	SY	2.00		
Clarkdale	CD	2.00			Mammoth	MH	2.00			Superior	SI	2.00		
Clifton	CF	2.00			Marana	MA	5.00			Surprise	SP	10.00		
Colorado City	CC	2.00			Maricopa	MP	2.00			Taylor	TL	2.00		
Coolidge	CL	2.00			Miami	MM	2.00			Thatcher	TC	2.00		
Cottonwood	CW	2.00			Oro Valley	OR	12.00			Tolleson	TN	2.00		
Dewey/Humboldt	DH	2.00			Page	PG	2.00			Tombstone	TS	1.00		
Duncan	DC	2.00			Paradise Valley	PV	2.00			Tusayan	TY	2.00		
Eagar	EG	10.00			Parker	PK	2.00			Wellton	WT	2.00		
El Mirage	EM	15.00			Patagonia	PA	25.00			Wickenburg	WB	2.00		
Eloy	EL	10.00			Payson	PS	2.00			Willcox	WC	1.00		
Florence	FL	2.00			Pima	PM	2.00			Williams	WL	2.00		
Fountain Hills	FH	2.00			Pinetop/Lakeside	PP	2.00			Winkelman	WM	2.00		
Fredonia	FD	10.00			Prescott Valley	PL	2.00			Winslow	WS	10.00		
Gila Bend	GI	2.00			Quartzsite	QZ	2.00			Youngtown	YT	10.00		
Gilbert	GB	2.00			Queen Creek	QC	2.00			Yuma	YM	2.00		
Globe	GL	2.00			Safford	SF	2.00							
Goodyear	GY	5.00			Sahuarita	SA	5.00							

**NOTE:** City fees are subject to change occasionally. You will be billed for the difference.

Indian Reservation (County)	Code	Indian Reservation (County)	Code	Indian Reservation (County)	Code	Indian Reservation (County)	Code
Ak-Chin (Pinal)	PNA	Hopi (Coconino)	COJ	Pascua-Yaqui (Maricopa)	MAN	Tohono O'Odham (Pinal)	PNT
Cocopah (Yuma)	YMB	Hopi (Navajo)	NAJ	Pascua-Yaqui (Pima)	PMN	Tonto Apache (Gila)	GLU
Colorado River (La Paz)	LAC	Hualapai (Coconino)	COK	Salt River Pima-Maricopa (Mar.)	MAO	White Mtn Apache (Apache)	APD
Fort McDowell-Yavapai (Mar.)	MAE	Hualapai (Mohave)	MOK	San Carlos (Apache (Gila)	GLP	White Mtn Apache (Gila)	GLD
Fort Mohave (Mohave)	MOF	Kaibab-Paiute (Coconino)	COL	San Carlos Apache (Graham)	GRP	White Mtn Apache (Graham)	GRD
Fort Yuma-Quechan (Yuma)	YMG	Kaibab-Paiute (Mohave)	MOL	San Carlos Apache (Pinal)	PNP	White Mtn Apache (Navajo)	NAD
Gila River (Maricopa)	MAH	Navajo (Apache)	APM	San Juan Southern Paiute	COQ	Yavapai Apache (Yavapai)	YAW
Gila River (Pinal)	PNH	Navajo (Coconino)	COM	Tohono O'Odham (Maricopa)	MAT	Yavapai Prescott (Yavapai)	YAX
Havasupai (Coconino)	COI	Navajo (Navajo)	NAM	Tohono O'Odham (Pima)	PMT		

**SECTION G. SIGNATURE of Individual legally responsible for the business (required)**

UNDER PENALTY OF PERJURY I DECLARE THAT THE INFORMATION ON THIS DOCUMENT IS TRUE AND CORRECT.

Type or Print Name	Title	Signature	Date
--------------------	-------	-----------	------

**THIS APPLICATION MUST BE COMPLETED, SIGNED AND RETURNED AS PROVIDED BY ARS § 23-722**  
 Equal Opportunity Employer/Program • This document available in alternative formats by contacting the UI Tax Office.