



**INSTRUCTION AND DEDUCTION EXPLANATIONS**

**DUE DATE:** Tax returns are due on the 20th of the month following the reporting period. A return must be submitted even if no taxes are due. Tax returns are considered delinquent if not received by the last business day of the month.

**POSTMARKS ARE NOT EVIDENCE OF TIMELY FILING**

**PENALTIES:** Late Filing Penalty - A penalty of 5% of the tax due will be assessed for each month, or fraction of a month, between the delinquency date of the return and the date on which it is filed.  
Late Payment Penalty - A penalty of 10% of the unpaid tax will be assessed if the tax is not paid timely.  
Total Penalty - Total penalties will not exceed 25%

**INTEREST:** Taxes unpaid after the delinquency date are assessed interest at the same rate in effect for the Arizona Department of Revenue. Any outstanding interest is compounded annually on January 1. Interest CAN NOT be abated by the Tax Collector.

Tax Type	Activity	Allowable Deduction Codes	Tax Type	Activity	Allowable Deduction Codes	Tax Type	Activity	Allowable Deduction Codes
1	Transportation	52,53,57,64,75	11	Restaurants/Bars	52,53,57,64,65,74,75	18	Advertising	52,53-55,57,62,64,69,75
2	Mining	52-54,57,64,74,75	12	Amusements	52,53,57,64,75	25	Hotel/Motel	52,53,57,64,75
4	Utilities	52-54,57,64,65,75	13	Commercial Property Rental	52-54,57,64,65,75	31	Cable Franchise	52-54,57,64,75
5	Telecommunications	52-54,57,62,64,66,75	14	Personal Property Rental	52-55,57,58,62-65,73-75	32	Natural Gas Franchise	52-54,57,64,65,75
9	Publishing	52-54,55,57,64,65,69,75	15	Contracting	52-53,55,57,62,64,70-71,75	33	Telecom Franchise	52-54,57,62,64,66,75
10	Job Printing	52-55,57,64,65,74,75	17	Retail Sales	51-59,63-65,73-75	34	Electric Franchise	52-54,57,64,65,75
						35	Bed, Board, and Booze	52,53,57,64,65,7475

**SCHEDULE A - DEDUCTIONS**

Enter the deductions and exclusions you used in computing your City Transaction Privilege (Sales) Tax. You must keep a detailed record of all deductions and exclusions. Failure to maintain proper documentation and records required by City ordinance may result in their disallowance. A separate detail of city records and documentation must be maintained only when the income, deductions or exemptions are different than the state's. The table above is a guide for allowable deductions and should not be construed to be complete or all encompassing.

Note: The line numbers listed at the top of the columns listed below correspond with the line number for tax type on the front.

Deduction Code & Description	Line 1 Tax Type:	Line 2 Tax Type:	Line 3 Tax Type:	Line 4 Tax Type:	Line 5 Tax Type:	Line 6 Tax Type:
51 - Exempt Food Sales						
52 - Discounts Allowed (If Included in Gross)						
53 - Refund and Returns (If Included in Gross)						
54 - Sales for Resale						
55 - Out-of-State Sales						
56 - 50% of Retail Sales to US Government						
57 - Bad Debt on Which Tax Was Paid						
58 - Prescriptions/Prosthetics						
59 - Gasoline and Use Fuel Sales						
62 - Out-of-City Sales						
63 - Service Labor						
64 - Privilege (Sales) Tax Factored or Collected						
65 - Qualifying Healthcare Sales						
66 - Interstate Telecommunications						
69 - National Advertising						
70 - 35% Construction Contracting						
71 - Subcontracting Income						
73 - Exempt Capital Equipment						
74 - Freight Out/Delivery Charges						
75 - Other:						
75 - Other:						
<b>Total Deductions (Move to Column 2 on Front Page)</b>						

**Change in Status**

Account	Effective Date of Change:
My business name has changed to:	
My business has moved to:	
My mailing address has changed to:	
My new location is rented.	Landlord name: _____ Landlord number: _____ Landlord mailing address: _____
My phone number changed.	New business phone number: _____ New mailing phone number: _____
Please send a new license application for the following reason:	<input type="checkbox"/> The ownership of my business has changed to: _____ <input type="checkbox"/> I have another location in Flagstaff: _____
Please cancel my license for the reason noted:	