City of Prescott
Transaction Privilege and Use Tax Report
INSTRUCTION SHEET

PRIOR TO THE REPORT BEING PRINTED THE FOLLOWING THREE FIELDS ARE REQUIRED.

1. Your City of Prescott Transaction Privilege Tax License Number: "City License".

   EFFECTIVE JULY 1, 2009 YOU WILL HAVE A NEW TAX LICENSE NUMBER THAT IS MADE UP OF 7 DIGITS. If you do not have your new City License # please call our office at (928) 777-1268.

   The Tax License Number you enter is automatically translated into barcode format that is machine readable. This barcode becomes visible when you print the document. If you manually alter the Tax License Number after printing, the Tax Report will not be processed correctly.

2. The reporting period (month, quarter, or year) for which the return applies: "Reporting Period".

   Please select the appropriate value from the drop down boxes From the drop down box, select the month or months that are the appropriate reporting period. Then enter the year value in the next box.

3. The business name and address for which the license is issued: "Business Name"

Other fields that must be completed prior to entering income information are:

4. Business Activity Description (enter the type of taxable activity)

5. Business code (see table below that lists all codes) should be entered in business class column. You may have more than one.

This form is designed to assist you in calculating privilege tax due. By entering the gross income and listing your deductions on page two, the privilege tax due will be calculated.

6. Gross Income (Column 1) Enter the gross income, including tax collected, for each applicable business class. If you report on a cash basis, enter the total amount received, including draws for construction contracting, in the reporting period. If you report on the accrual basis, enter the amount per customer invoices, including progressive billings for construction contracting, in the reporting period. Show exact dollars and cents in each column.

7. Deductions (Column 2) On the second sheet, list the deductions in the appropriate section. Deductions not itemized on the back of the form will not be allowed.

Once the gross income and deductions have been entered on the form, automatic calculations will total the deductions, subtract them from gross receipts and provide you with the privilege tax due.

YOU MAY NOT RECEIVE CREDIT FOR FILING YOUR RETURN OR PAYMENT OF TAXES IF THE ABOVE INFORMATION IS MISSING OR INCOMPLETE

If your tax report is not received in a timely manner, applicable penalties will be assessed at the time the tax report is processed.

CITY OF PRESCOTT BUSINESS CLASS CODES
(To be entered in Business Class Column)

Taxable Classification	Business Code
Advertising	1
Construction Contracting	2
Mining, Extracting, Timbering	3
Job Printing	4
Publishing	5
Transportation	6
Restaurants, Bars, Caterers	7
Leasing, Licensing, Renting of Tangible Personal Property	8
Leasing, Licensing, Renting of Non Lodging Real Property	9

Taxable Classification	Business Code
Lodging – Hotel/Motel	12
Lodging – Apartments/Houses	13
Retail Sales	22
Amusements	23
Utilities	24
Use Tax	25
Telecommunications	31
Speculative Builders	32
Manufactured Buildings	34
Transient Lodging	45

RESET

Required Fields are bordered in Red.

PRINT

******* AS OF JULY 1st, 2009 YOUR CITY LICENSE # HAS CHANGED *******
Your new number is made up of 7 digits that starts with 55. If you do not have your New City License number, please call our office at (928) 777-1268.

CITY OF PRESCOTT ARIZONA

Transaction Privilege And Use Tax Report

City of Prescott
Tax and License Office
201 S Cortez St
PO Box 2077
Prescott, AZ 86302-2077
Ph: (928) 777-1268
Fax: (928) 777-1255
Email: salestax@cityofprescott.net

City License:

Reporting Period: JAN **2012**

Due Date:

Business Name:

Mailing Address:

City: State: Zip Code + 4: -

CITY OF PRESCOTT
SALES TAX DEPT
PO BOX 2077
PRESCOTT, AZ 86302-2077

In the Business Activity Description column enter the type of taxable activity. For Business Class Codes reference table on page 1. Enter gross income, including tax collected for each Business Class. Enter deductions on the next sheet (page 3).

Just place a check here and sign at the bottom if you have no taxes to file ☐

POSTMARKS ARE NOT EVIDENCE OF TIMELY FILING

PLEASE ENTER BUSINESS CLASS CODE

Business Activity-Location	Line	Bus Class	Column 1 Gross	Column 2 Allowable Page 2 - Deductions	Column 3 = Net Taxable	Column 4 Tax Rate	Column 5 Column 3 x Column 4 = Tax Amount
	1		0.00	0.00	0.00	2.00%	0.00
	2		0.00	0.00	0.00	2.00%	0.00
	3		0.00	0.00	0.00	2.00%	0.00
	4		0.00	0.00	0.00	2.00%	0.00
	5		0.00	0.00	0.00	2.00%	0.00
	6		0.00	0.00	0.00	2.00%	0.00
SUBTOTALS	7		0.00	0.00	0.00		0.00
	8	TOTAL FROM ADDITIONAL PAGES					0.00
	9	SUBTOTAL TAX DUE (Line 7 + Line 8)					0.00
	10	ENTER EXCESS TAX COLL (From Sch B)				Plus (+)	0.00
	11	GRAND TOTAL				Equals (=)	0.00
	12	PENALTY & INTEREST (see instructions)				Plus (+)	0.00
	13	ENTER TOTAL LIBILITY				Equals (=)	0.00
	14	ENTER CREDIT BALANCE (from Sch B)				Minus (-)	0.00
	15	PRIOR ACCOUNT BALANCE				Plus (+)	0.00
	16	ENTER NET AMOUNT DUE				Equals (=)	0.00
	17	ENTER TOTAL AMOUNT PAID					

☐ Check here to cancel license
Reason: _____

☐ Check here for address change
New Addr: _____

Special Notice

Under the penalty of perjury, I declare that I have examined this Transaction Privilege and Use Tax Return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Taxpayer's Signature _____ Date _____ Paid Preparer's Signature _____

Print Name _____ Phone No. _____ Print Paid Preparer's Name _____

My current e-mail address is _____

A SIGNATURE IS REQUIRED TO MAKE THIS RETURN VALID

Return original with remittance in the envelope provided.

Please make checks payable to: **CITY OF PRESCOTT**

RESET PRINT

DUE DATE: The due date for the city privilege tax is the 20th of the month following the reporting period. A return is considered timely if received by the last business day of the month. A business day is any day except Saturday, Sunday or a legal city holiday.

****** POSTMARKS ARE NOT EVIDENCE OF TIMELY FILING. ******

PENALTIES:
1. Failure to file – A penalty of 5% of the tax due will be assessed for each month, or fraction elapsing between the delinquency date of the return and the date on which it is filed. Filing your return on time, whether or not you pay the tax due, will avoid the late filing penalty.
2. Failure to Pay – A penalty of 10% of the unpaid tax will be assessed if the tax is not paid timely.
3. Total Penalty – Total penalties assessed will not exceed 25% of the unpaid tax.

INTEREST: Taxes not received by the delinquency date will be assessed interest at Prescott's current interest rate which is the same as the state rate and will continue to accrue until taxes are paid. The interest MAY NOT be waived by the Tax Collector.

NOTE: A check sent as payment authorizes the transaction to be processed as a one-time electronic funds transfer or check transaction. Funds may be drawn from your account as soon as the same day we receive payment, and you will not receive your check back from your financial institution. To opt out, please contact our office.

CHECK YOUR RETURN: Check the amounts recorded by type of income for each line as follows:
* Itemized deductions equal the total deductions.
* Tax due is equal to the amount obtained by applying the preprinted tax rate to the taxable income amount.
* Total tax due equals tax due plus any excess tax collected.

FOR ASSISTANCE, CALL: City of Prescott, (928) 777-1268, Fax: (928) 777-1255, e-mail: salestax@cityofprescott.net

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SCHEDULE A – DETAILS OF DEDUCTIONS: Enter below the deductions and exclusions you used in computing your city transaction privilege tax or use 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 from state requirements.

Please note: Not all deductions are available to all business classifications.

NOTE: The line numbers at the top of each column below correspond with the line numbers of the business descriptions listed on the front page.

DEDUCTIONS		Bus Class	Bus Class	Bus Class	Bus Class	Bus Class	Bus Class
		LINE 1	**LINE 2**	**LINE 3**	**LINE 4**	**LINE 5**	**LINE 6**
1. Total tax collected or factored (State, county, and city)		0.00	0.00	0.00	0.00	0.00	0.00
2. Bad debts on which tax was paid		0.00	0.00	0.00	0.00	0.00	0.00
RETAIL & PERS. PROP. RENTALS 3. Sales for resale		0.00	0.00	0.00	0.00	0.00	0.00
4. Repair, service, or installation labor		0.00	0.00	0.00	0.00	0.00	0.00
5. Discounts and refunds.		0.00	0.00	0.00	0.00	0.00	0.00
6. Sales to qualified health care org.		0.00	0.00	0.00	0.00	0.00	0.00
SALES TO U.S. GOVERNMENT 7. By retailer 50% deductible		0.00	0.00	0.00	0.00	0.00	0.00
8. By manufacturer and repairer (100% deductible)		0.00	0.00	0.00	0.00	0.00	0.00
OUT–OF-STATE SALES 9. Sales to nonresidents for use out-of-state when vendor receives the order from out-of-state and vendor ships or delivers out-of-state.		0.00	0.00	0.00	0.00	0.00	0.00
CONSTRUCTION CONTRACTING 10. Land Deduction		0.00	0.00	0.00	0.00	0.00	0.00
11. 35% reduction of gross receipts		0.00	0.00	0.00	0.00	0.00	0.00
12. Exempt sub-contracting income		0.00	0.00	0.00	0.00	0.00	0.00
13. Out-Of-City Contracting		0.00	0.00	0.00	0.00	0.00	0.00
OTHER DEDUCTIONS 14. Reserved		0.00	0.00	0.00	0.00	0.00	0.00
15. Sales of gasoline and use fuel		0.00	0.00	0.00	0.00	0.00	0.00
16. Sales of exempt machinery and equip		0.00	0.00	0.00	0.00	0.00	0.00
17. Prescription drugs/prosthetics		0.00	0.00	0.00	0.00	0.00	0.00
18. Other (Explain)		0.00	0.00	0.00	0.00	0.00	0.00
19. Other (Explain)		0.00	0.00	0.00	0.00	0.00	0.00
20. Other (Explain)		0.00	0.00	0.00	0.00	0.00	0.00
Total Deductions		0.00	0.00	0.00	0.00	0.00	0.00

SCHEDULE B

Excess Tax Collected by Activity		0.00	0.00	0.00	0.00	0.00	0.00
Allowable Credits by Activity		0.00	0.00	0.00	0.00	0.00	0.00