

PRIVILEGE (SALES), USE and TRANSIENT LODGING (BED) TAX REPORT



**City of Tempe
Tax and License Division**

Forms Processing Center
PO Box 29618

Phoenix AZ 85038-9618

Phone: (480) 350-2955

Fax: (480) 350-8659

Email: salestax@tempe.gov

www.tempe.gov/salestax

LICENSE NO.
REPORTING PERIOD
DUE DATE

Check here and sign at the bottom if you have no gross receipts to report.

If you are claiming a deduction, be sure to write it on the second page. If you are claiming a "J" deduction, include a 1 or 2 word description. Failure to complete the second page may result in denial of deductions.

Please indicate any changes in your account:

Business Description	Line	Bus. Class Code	Column 1	Column 2	Column 3	Column 4	Column 5	
			Gross Income	(See Schedule A on Back) - Total Deductions	= Taxable Income	x Tax Rate	= Tax Due	
	1							
	2							
	3							
	4							
	5							
	6							
	7	SUBTOTAL (Add lines 1 through 6)						
	8	ENTER TOTAL EXCESS CITY TAX COLLECTED				Plus (+)		
	9	TOTAL TAX DUE (Add lines 7 and 8)				Equals (=)		
	10a	LATE PAYMENT PENALTY (10% of total tax due)				Plus (+)		
	10b	INTEREST				Plus (+)		
	10c	LATE FILING PENALTY (5% per month to maximum 15% of total tax due)				Plus (+)		
	11	ENTER TOTAL LIABILITY (Add lines 9 through 10c)				Equals (=)		
	12	ENTER TOTAL CREDIT BALANCE TO BE APPLIED				Minus (-)		
	13	ENTER NET AMOUNT DUE (Subtract line 12 from line 11)				Equals (=)		
	14	ENTER TOTAL AMOUNT PAID						

Under penalties of perjury, I declare that I have examined this 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 Taxpayer's Name

Phone #

Print Paid Preparer's Name

A SIGNATURE IS REQUIRED TO MAKE THIS TAX RETURN VALID
Please send the original tax return with remittance in the envelope provided to the address shown above.
Please make check payable to: **CITY OF TEMPE**

License #

Report Period:

SCHEDULE A - INSTRUCTIONS:

Enter the deductions used in computing the city privilege (sales) and use tax. A detailed record must be kept of all deductions and exemptions. Failure to maintain proper documentation and records required by city code may result in the disallowance of these deductions and exemptions. Separate records must be maintained only when city income, deductions or exemptions are different from the State of Arizona.

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

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

		LINE 1	LINE 2	LINE 3	LINE 4	LINE 5	LINE 6
		Bus. Class	Bus. Class	Bus. Class	Bus. Class	Bus. Class	Bus. Class
SCHEDULE A:	Code						
1. Total tax: collected or factored (State, county and city)	F						
2. Bad debts on which tax was paid	H						
RETAIL & PERS. PROP. RENTALS							
3. Sales for resale	B						
4. Repair, service, or installation labor	A						
5. Discounts and refunds	D						
6. Sales to <i>qualified</i> health care org.	Q						
SALES TO U.S. GOVERNMENT							
7. By retailer (50% deductible)	E						
8. By manufacturer & repairer (100% deductible)	E						
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	O						
CONSTRUCTION CONTRACTING							
10. Reserved							
11. 35% reduction of gross receipts	C						
12. Exempt sub-contracting income	S						
13. Out-of-City Contracting	S						
OTHER DEDUCTIONS							
14. Reserved							
15. Sales of gasoline and use fuel	G						
16. Sales of exempt machinery & equip.	M						
17. Prescription drugs/prosthetics	I						
18. Other (describe) _____	J						
19. Other (describe) _____	J						
20. Other (describe) _____	J						
Total Deductions: Copy amounts to front							

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 city holiday.

POSTMARKS ARE NOT EVIDENCE OF TIMELY FILING.

PENALTIES and INTEREST:

- Line 10a Late Payment Penalty - A penalty of 10% of the unpaid tax will be assessed if the tax is not paid timely.
- Line 10b Interest - The rate is the same as the state rate and continues to accrue until taxes are paid. Interest rate tables are available on the city's web site, or you may contact the city at the number shown on this form. The interest CAN NOT be abated by the Tax Collector.
- Line 10c Late Filing Penalty - 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.

CHECK YOUR RETURN: Check the amounts recorded by type of income for each line item as follows.

- * Itemized Deductions equal the Total Deductions recorded.
- * Taxable Income equals Gross Income less Total Deductions.
- * Tax Due is equal to the amount obtained by applying the preprinted tax rate to the taxable income.
- * Total Tax Due equals Tax Due plus any Excess Tax Collected.

FOR ASSISTANCE CALL: City of Tempe (480) 350-2955 Fax:(480) 350-8659 www.tempe.gov/salestax