

Privilege (Sales) and Use Tax RETURN INSTRUCTIONS

City of Tempe
Tax and License Division
PO Box 5002
Tempe, Arizona 85280



ALL RETURNS SHOULD BE MAILED TO THE FOLLOWING ADDRESS:

CITY OF TEMPE
TAX and LICENSE DIVISION
PO BOX 29618
PHOENIX AZ 85038-9618

ALL OTHER CORRESPONDENCE SHOULD BE MAILED TO:

CITY OF TEMPE
TAX and LICENSE DIVISION
PO BOX 5002
TEMPE AZ 85280-5002

STEP BY STEP INSTRUCTIONS

Refer to the sample Tempe PLT Tax Form

The following numbered instructions correspond to the numbered sections of the sample return.

- 1 Your (PLT) License number, the Reporting Period, and the Due Date for the return will all be preprinted on the form you receive.
- 2 If you have no gross receipts for the Reporting Period, you can place an "X" in the box, sign and date the return. The revenue detail does not need to be completed.
- 3 Use the space inside this box to indicate any changes to your account. Examples include a change of address, closing of your business (give effective date), sale of your business to someone else (give effective date and name & address of new owner.)
- 4 Description of Business Activity and Business Class Code will be preprinted on your return. This will be based on information on your PLT application.
- 5 The line number corresponds to the column number in Schedule A on the back side of the return.
- 6 Enter the total Use Tax Purchases made for the period. Use Tax Purchases are the items bought for the business but you did not pay a city sales tax at the time of purchase. An example would be you bought a faucet for the rental property over the internet from a business located outside of Arizona.
- 7 Enter the total Gross Income for each revenue activity. If you file quarterly, combine the gross income for the applicable three months and enter the sum for each business class and suffix. If you are a quarterly basis filer, do not separately list the income for each month of the quarter.
- 8 Enter the Total Deductions, as you have shown on Schedule A of the back side of the return, for each revenue activity.
- 9 To calculate Taxable Income, for each revenue activity, subtract the Total Deductions, column 2, from Gross Income, column 1.



- 10 The appropriate tax rate for each revenue activity will be preprinted in column 4.
- 11 To calculate Tax Due, multiply Taxable Income, column 3, by the Tax Rate, column 4.
- 12 Add Lines 1 through 6 of column 5 and enter the result on line 7.
- 13 Enter any Excess City Tax Collected. Excess tax occurs when you collect an amount from your tenants that is greater than the Tempe tax due. You may not keep the amount over what is due. This amount is considered Excess Tax Collected. .
- 14 Enter the total of lines 7 and 8
- 15 Line 10a If the tax is paid after the last business day of the month, a 10% Late Payment Penalty is assessed for late or unpaid taxes.
Line 10b Interest of 1% per month is calculated on the delinquent tax. Interest does not accrue for the first month of the delinquency.
Line 10c If the return is filed after the last business day of the month, a Late Filing Penalty of 5% for each delinquent month is assessed for a maximum of three months (15%).
(Leave lines 10a through 10c blank if you want the City to compute the penalty and interest.)
- 16 Total lines 9 through 10c and enter the result on line 11.
- 17 If you have a Credit Balance from an earlier return, enter it in this space. Attach credit bill or other document showing credit.
- 18 Subtract the Credit Balance, line 12, from Total Liability, line 11, and enter the result.
- 19 Enter the amount of your payment.
- 20 Each return must be signed by the taxpayer.
- 21 Write the date the return was prepared.
- 22 Write in the day phone number of the person who signed the form.
- 23 If the return has been prepared by a paid preparer, the return must include the preparer's signature.
- 24 Your (PLT) License number and the Reporting Period will all be preprinted on the form you receive.
- 25 The columns correspond to lines 1 through 6 on the front side of the return for the Business Description Code entered at the top of the column.
- 26 Enter the amount of each claimed deduction on the appropriate deduction line for each Business Code. The deductions that are filled with a cross-hatch pattern are not an allowable deduction for that particular revenue type. (Note: the actual return will NOT feature the cross-hatching.)
- 27 Total the deduction amounts in each column and enter the result(s). Copy this number to the appropriate line in column 2 on the front side of the return.



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

LICENSE NO. 99999
REPORTING PERIOD Jan/Mar-07
DUE DATE Apr 20 2007

ABC LANDLORD
1234 E ABC STREET
TEMPE AZ 85280

SAMPLE FORM

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

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
RENTAL OF REAL PROP	1	13	500 00	8 84	491 16	1.8%	8 84
USE TAX PURCHASES	2	20	65 00	0 00	65 00	1.8%	1 17
	3						
	4						
	5						
	6						
7 SUBTOTAL (Add lines 1 through 6)							10 01
8 ENTER TOTAL EXCESS CITY TAX COLLECTED							Plus (+)
9 TOTAL TAX DUE (Add lines 7 and 8)							Equals (=) 10 01
10a LATE PAYMENT PENALTY (10% of total tax due)							Plus (+)
10b INTEREST (see back)							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 (=) 10 01
12 ENTER TOTAL CREDIT BALANCE TO BE APPLIED							Minus (-)
13 ENTER NET AMOUNT DUE (Subtract line 12 from line 11)							Equals (=) 10 01
14 ENTER TOTAL AMOUNT PAID							10 01

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 # 99999 Report Period: Jan/Mar-07

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.

SCHEDULE A:

1. Total tax: collected or factored (State, county and city)
2. Bad debts on which tax was paid
- RETAIL & PERS. PROP. RENTALS**
3. Sales for resale
4. Repair, service, or installation labor
5. Discounts and refunds
6. Sales to **qualified** health care org.
- SALES TO U.S. GOVERNMENT**
7. By retailer (50% deductible)
8. By manufacturer & repairer (100% deductible)
- 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
- CONSTRUCTION CONTRACTING**
10. Reserved
11. 35% reduction of gross receipts
12. Exempt sub-contracting income
13. Out-of-City Contracting
- OTHER DEDUCTIONS**
14. Reserved
15. Sales of gasoline and use fuel
16. Sales of exempt machinery & equip.
17. Prescription drugs/prosthetics
18. Other (describe) _____
19. Other (describe) _____
20. Other (describe) _____

	LINE 1	LINE 2	LINE 3	LINE 4	LINE 5	LINE 6
	Bus. Class	Bus. Class	Bus. Class	Bus. Class	Bus. Class	Bus. Class
Code	13	20				
F	8.84					
H						
B						
A						
D						
Q						
E						
E						
O						
C						
S						
S						
G						
M						
I						
J						
J						
J						
Total Deductions: Copy amounts to front	8.84	0.00				

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, www.tempe.gov/salestax, 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: Phone (480) 350-2955 Fax:(480) 350-8659 Email: salestax@tempe.gov