

City of Tempe  
P. O. Box 5002  
660 South Mill Avenue, Suite 105  
Tempe, AZ 85280  
480-350-2955  
<http://www.tempe.gov/salestax>



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Tax and License Division

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## **INSTRUCTIONS FOR USING TEMPE'S SELF-REPORTING FORM**

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Please use this form to self-disclose taxable revenue for the years 2001 and forward. Adobe Reader™ 6.0 and higher is required to use the fillable form features.

Enter the name, street address and city/state/zip code for the business doing the reporting.

From the drop-down list, select the year for which revenue is being reported. If reporting for more than one year, each year must be reported on its own form.

From the drop-down list, select the type of revenue being reported. If more than one revenue type needs to be reported, a separate form must be used for each.

Enter the taxable revenue, by month, which you are reporting. The Tempe tax due will automatically calculate for each month. The yearly sum for Taxable Revenue and Tempe Tax Due will also automatically total.

Enter the name and phone number of the person responsible for completing the form.

After completion, print the form and sign. Be sure to keep a copy of it for your records. You may write one check for all of the tax that are due. Delinquent taxes are subject to penalties and interest.

“Clicking” on the Reset Form button will clear all fields on the form.

If you have any questions on self-disclosure, please contact the Tax & License Office at (480) 350-2955 or at [salestax@tempe.gov](mailto:salestax@tempe.gov).

**CITY OF TEMPE SELF-REPORTING FORM**

TEMPE PLT # \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

YEAR	TEMPE TAX		
	TYPE OF REVENUE	TAXABLE REVENUE	TEMPE TAX DUE
JANUARY	_____	_____	1.8% _____
FEBRUARY	_____	_____	1.8% _____
MARCH	_____	_____	1.8% _____
APRIL	_____	_____	1.8% _____
MAY	_____	_____	1.8% _____
JUNE	_____	_____	1.8% _____
JULY	_____	_____	1.8% _____
AUGUST	_____	_____	1.8% _____
SEPTEMBER	_____	_____	1.8% _____
OCTOBER	_____	_____	1.8% _____
NOVEMBER	_____	_____	1.8% _____
DECEMBER	_____	_____	1.8% _____
TOTAL FOR YEAR	_____	=====	=====

THE ABOVE REVENUE IS TRUE.

SIGNATURE \_\_\_\_\_

NAME (PRINTED) \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_