



**Maricopa County Assessor**  
**Keith E. Russell, MAI**

**E-FILING BUSINESS PERSONAL PROPERTY - QUESTIONS & ANSWERS**

**Q:** What do you mean by "E-Filing"?

**A:** E-Filing in Maricopa County is a simplified, expedient procedure to submit your Business Personal Property data to the Assessor's Office by annually submitting an electronic full asset listing. The electronically reported costs, years and descriptions from your system will be directly imported into the Assessor's Database, minimizing manual input errors while reducing material and processing costs.

**Q:** Is your system compatible with our property tax compliance software, (example; PTMS, Vertex, Property Tax Office, PTS Corporate, etc...).

**A:** We are not contracted with any outside vendor, and no additional software should be required. The information we are requiring should already exist on whatever system you are using to track your assets. Your system simply needs to be able to extract the basics into a file format compatible with Microsoft Excel.

**Q:** If we file electronically, does a signed statement need to be returned for every account?

**A:** Presently, the Arizona Revised Statutes still require an original signature on the returns. Until the statutes allow electronic signatures, we are still required to mail you a statement, which in turn must be returned with a signature. First time filers under the E-Filing system need only send one signed statement, along with a cover letter stating that they E-Filed. We request that a printed copy of the email that sent the file also be attached. Once established in our E-Filing system, Taxpayers with multiple business locations will receive single "Cover Statements" for your signature instead of the Business Property Statements. The Cover Statement will identify the due date, and email address to file the return to, and will satisfy the signature requirement. Taxpayers with returns filed for individual locations will continue to receive the Business Property Statements, but need only sign them and attach the cover letter with email reprint.

**Q:** We intend to proceed with the E-Filing, but also wish to receive our individual Arizona Business Property Statements. Will we be able to receive the forms?

**A:** The first year your company starts the E-Filing process, you will have received the individual forms. The following years, you will receive a Cover Statement only. Once you receive the Cover Statement, if you need copies of the individual forms, call our office at (602) 506-3386.

**Q:\*** What do you mean by "Multiple Number" and where do I find it?

**A:\*** The "Multiple Number", (Multi #), is generated by our office, and is used to group your locations together under your business name and mailing address. You can find your Multi # in the grey box at the upper right hand corner of your Arizona Business Property Statement.

**Q:\*** What do you mean by "Site Number or Location Code"?

**A:\*** Most companies with more than one location will identify each location with some kind of number, or code. We request that number to assist in cross referencing the Personal Property Account Numbers with each physical location. If your company does not use a location numbering system, don't worry about it, we will use the address information instead.

**Q:** What do you mean by "Asset Number"?

**A:** Your system may refer to it as an 'Identification Number', a 'Tracking Number' or even as a 'Serial Number'. Basically, your database should already have a tracking system to identify individual assets. The "Asset Number" must be unique to each individual asset.

**Q:** How should we send our data file, and where should we send it to?

**A:** Email the data to; **[persprop-efile@mail.maricopa.gov](mailto:persprop-efile@mail.maricopa.gov)** is the preferred way. However, we also accept diskettes and/or CD's mailed to: Maricopa County Assessor's Office, Attn: Personal Property, 301 W Jefferson St., Phoenix, Arizona 85003.

\* Note: Applies only to Taxpayers with multiple business locations. Taxpayers with only one location should leave these fields blank.



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- Q:** We have multiple locations in Maricopa County, do we send you a file for each location separately?  
**A:** Only one complete file listing every asset at each location should be submitted. If the file is too large to email, you can mail it to us on a diskette or CD.
- Q:** Do you require a separate listing of our Disposals and New Acquisitions?  
**A:** E-Filing no longer requires separate listings of additions or disposals. Annually, your data file should give the full active asset listing as of December 31<sup>st</sup> of the prior calendar year, (2007 Tax Year filing should be as of 12-31-2006). When we process the return our system deletes the prior tax year asset information and completely replaces the detail with reported current tax year assets.
- Q:** How should we report new locations?  
**A:** List the new locations in the same data file by typing "new location" in the Account Number column. If you have more than one new location to report, please number them, (new location 1, new location 2, etc...).
- Q:** How do we identify the locations that have closed?  
**A:** You can either send us a list of the Account Numbers informing us of the dates they closed, or list the Account Numbers in the data file with the comment "location closed" in the Asset Description column. As long as they are clearly identified, we will delete the accounts.
- Q:** Does your E-Filing system mean that we will only receive one Valuation Notice followed by only one Tax Bill?  
**A:** No, our system will continue to maintain the individual Personal Property Account Numbers for each of your locations.
- Q:** How does a taxpayer obtain proof of filing using this E-Filing method?  
**A:** Our E-Filing system is more like an alternative to the paper returns. When the paper returns are filed, the Taxpayer doesn't receive confirmation that the form was received; neither would the E-Filer. However, if the Taxpayer is emailing their return, depending on their email software, they should be able to select that an automatic "Receive Receipt" be returned upon our opening their email.
- Q:** What constitutes timely filing using this E-Filing method?  
**A:** Again, the E-Filing is an alternative to the paper returns. All of the same deadlines apply. The return, regardless of how it is filed, is due to the Assessor on or before April 1<sup>st</sup> annually. Postmark is still the key. United States Postal Service postmark is needed on envelopes being mailed with either paper returns or diskettes/CD, and the "send" date and time stamp of the e-mail would work the same. Information filed after the April 1<sup>st</sup> due date will become subject to the 10% penalty for late filing.
- Q:** After we E-File, will we be able to go Online to view our asset information?  
**A:** Our E-filing system is basically engineered to be an effortless, paperless form of submitting your Personal Property Returns. With respect to confidentiality, E-Filed information is not available 'Online' over the internet. A completed copy of your spreadsheet can be returned to you upon request.
- Q:** What if we have locations that have moved? How do we report the new address?  
**A:** Changes to location address must be identified to the Appraiser to ensure that the assets are being valued into the correct Taxing District. The best way to identify these changes is in the body of the e-mail message when you attach your spreadsheet. Then the Appraiser can double check the address before the account posts to production.
- Q:** We've received refunds and/or credits back from some of our asset purchases, how do we report them.  
**A:** Our database only accepts positive cost figures. Negative adjustments should be netted on your system prior to submitting the data file.

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