



Tucson Tax and License Online

A GUIDE TO UNDERSTANDING HOW TO FILE TAX RETURNS AND MAKE TAX AND LICENSE FEE PAYMENTS ONLINE

CITY OF TUCSON



WHAT CAN I DO ONLINE?

- Apply for a business license.
- File sales tax returns.
- Pay sales tax.
- Pay business license fees
- Pay quarterly liquor taxes.
- Check my account status.

HOW DO I APPLY FOR A BUSINESS LICENSE ONLINE?

- Go to <http://www.tucsonaz.gov/etax>.
- Click “Click here to enter e-Tax.”
- Click “License Application”.
- Select License Type. If you will be collecting and paying sales taxes, select “Privilege License”. If you are service only, select “Service License”.
- Use the calendar to insert the business start date.

To complete the process, application and license fees must be paid using a checking or savings account. If you have any question about whether or not you need a City of Tucson business license, please contact the License Section and **do not** complete the application process online. Application fees and license fees will not be refunded.

HOW DO I REGISTER TO USE TUCSON TAX AND LICENSE ONLINE?

- Go to <http://www.tucsonaz.gov/etax>.
- Click “Click here to enter e-Tax”.
- Click “Login”.
- In the Member Login area, click “click here”.
- Enter the information requested.
- Click “OK”.

You will be returned to the login page. Enter the user ID and password you just created.

If you get an error message that says “The combination of FEIN and account number is not valid for this account”, send an e-mail to Tax-License@tucsonaz.gov stating that you are trying to register your account online and the combination of FEIN and account number is not valid. Include your license number and FEIN. We probably do not have the FEIN entered in the online database.

If you get an error message that says “User ID already exists corresponding to these account details”, send an e-mail stating that you are trying to register your account online and a User ID already exists for your account to Tax-License@tucsonaz.gov. Include your license number and business name. This means someone has already registered your account.

HOW DO I LOGIN?

- Go to <http://www.tucsonaz.gov/etax>.
- Click “Click here to enter e-Tax”.
- Click “Login”.
- Enter your user ID and password.
- Click “Login”.
- Click next to your account number.
- Click “Continue”.

HOW DO I FILE A RETURN AND PAY TAX DUE?

- Login to Tucson Tax and License Online.
- Click “File Your Sales Tax Return”.
- Select the tax period your want to file.
- Click “Select”.
- Enter tax return information.
- Check the box at the bottom of the page.
- Click “Submit”.

You will see a page with your confirmation number. To print a copy of what you submitted, click the printer icon on this page. Close this window. You will be returned to the confirmation page. At this time, there is no way to print copies of returns once you leave the confirmation page.

- To pay from the confirmation page:
- Click “Click here”.
- At the top of the page, check the box with the fees you want to pay.
- Enter required bank information.
- Click “OK”.
- Check the box at the bottom of the page.
- Click “Submit”.

HOW DO I MAKE A PAYMENT?

- Login to Tucson Tax and License Online.
- Click “Make a Payment”.
- Check the boxes you want to pay.
- Enter required bank information.
- Click “OK”.
- Check the box at the bottom of the page.
- Click “Submit”.

HOW DO I REGISTER FOR SUREPAY?

- Login to Tucson Tax and License Online.
- Click “Register for SurePay”.
- Enter required bank information.
- Check the box at the bottom of the page.
- Click “Submit”.

SurePay will be effective the month after you register.

HOW DO I CHANGE MY BANK INFORMATION IF I AM REGISTERED FOR SUREPAY?

- Login to Tucson Tax and License Online.
- Click “Register for SurePay”.
- Click “Reset” at the bottom of the page.
- Enter required bank information.
- Check the box at the bottom of the page.
- Click “Submit”.

The new bank information will be effective the following month.

HOW DOES SUREPAY WORK?

When you are registered for SurePay, simply submit your return each month by the 20th of the month. The transaction to pay your taxes will be processed the last day of the month. The City submits the transaction file to the bank the first business day following the last day of the month. You will see the transaction in your bank account a few days later. You may still use the one-time ACH method for paying. The transaction will not be paid again by SurePay. SurePay only pays the current month’s taxes.

SurePay does not pay license fees. See “How Do I Make A Payment?” for instructions.

HOW DO I SEE INFORMATION RELATED TO MY ACCOUNT?

- Login to Tucson Tax and License Online.
- Click “Account Details”.
- Select an inquiry type.
- Click “Search”.

HOW DO I REGISTER MORE THAN ONE ACCOUNT UNDER MY USER ID AND PASSWORD?

- Login to Tucson Tax and License Online.
- Click “Merge Accounts”.
- Enter license number and FEIN.
- Click “+”.
- Click “Submit”.

FOR MORE INFORMATION, CONTACT THE LICENSE SECTION:

City of Tucson - License Section
255 W. Alameda - First Floor
P.O. Box 27210
Tucson, Arizona 85726-7210
(520) 791-4566
(520) 791-5082 (fax)
Tax-License@tucsonaz.gov

Visit Tucson Tax and License Online at:

<http://www.tucsonaz.gov/etax>

To read more about the business privilege tax:

<http://cms3.tucsonaz.gov/finance/business-information>

Visit the City of Tucson Web Page at:

<http://www.tucsonaz.gov>

The City of Tucson prepared this brochure. It does not provide comprehensive explanations of Tucson tax laws, rules, or regulations. Specific questions should be addressed to the City of Tucson Tax Audit Section.