

### Finance Department

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## File and Pay Sales Taxes with E-Tax Services

### Business License Applicants

If you are applying for a business license and currently have a Tucson business license, contact the License Section at (520) 791-4566 or send email to: [tax-license@tucsonaz.gov](mailto:tax-license@tucsonaz.gov) *before proceeding*. License fees are non-refundable.

If you are buying or taking over an existing business, request a Letter of Good Standing from the current owner. If there are outstanding taxes or fees due, you could be held liable for payment once you purchase the business.

To apply for a business license online, please select the link labeled ">>> Enter E-Tax <<<" near the bottom of this page. To download a paper application to complete and mail in to the License Section please go to our [Apply for a Business License](#) page.

### Important Information Regarding Surepay (E-Tax)

If you sign up for SurePay anytime during the month of November, taxes due for the return you file in November will **NOT** be deducted from your bank account through SurePay. You will need to pay using OneTime ACH.

If you have any questions or want to confirm your SurePay registration, please send an e-mail to [tax-license@tucsonaz.gov](mailto:tax-license@tucsonaz.gov). Include your license number and business name. Thank you.

[>>> Enter E-Tax <<<](#)

**In order to provide the best service and most accurate data, we will be performing regular maintenance on Wednesdays, from 5:30 AM to 7:30 AM (MST) . During this time, access to this website will be locked. We apologize for the inconvenience.**

Visit <https://www.tucsonaz.gov/etax> to access the ">>>Enter E-Tax<<<" link you will click to enter the City's e-Tax system. If the ">>>Enter E-Tax<<<" link is not visible, read the message at the bottom of the page to see if regular or unscheduled maintenance is being performed.



Welcome to Tucson Tax and License Online. Through this site you can apply for a new Tucson business license, file a sales tax return, pay license fees and taxes due, review account information, and contact tax and license representatives for help with any questions you may have. To begin, click on the "Login" tab above. Once you have successfully entered the site, choose the task you would like to perform from the tabs below.

**In order to provide the best service and most accurate data, we will be performing regular maintenance on Wednesdays, from 6:30 AM to 7:30 AM MST. During this time, access to this website will be locked. We apologize for the inconvenience.**



Best viewed at 800X600 resolution with IE 6.0+ or Netscape 6+  
Powered by **Tax Mantra**®

You should arrive at this "Home" screen. Press the "Login" button under the page header that reads "Tucson Tax and License Online".

**Login**

To access your account through Tucson Tax and License Online, please enter your User ID and Password, then click the Login button. If you don't have a User ID and Password, [click here](#) to sign up.

**Once you are logged in, your session will expire after 15 minutes of inactivity on any screen.**

Problems with Login?
Having trouble accessing your account?
◆ Make sure there are no spaces in the User ID or Password.
◆ Passwords are case sensitive, make sure the Caps Lock is not on.

Member Login
New to Site? <a href="#">click here</a> to sign up
User ID <input type="text"/>
Password <input type="password"/>
<input type="button" value="Login"/>

[Forgot User ID?](#) | [Forgot Password?](#)

**In order to provide the best service and most accurate data, we will be performing regular maintenance on Wednesdays, from 5:30 AM to 7:30 AM MST. During this time, access to this website will be locked. We apologize for the inconvenience.**

**Important Notice:**

**If you are intending to file for a tax period ending after December 31st, 2016, this must now be filed with the Arizona Department of Revenue (ADOR) on a state TPT return. If you have a TPT license with ADOR showing a city code of "TU" for your location(s) doing business in Tucson, you may file your taxes at the AZTaxes website (<http://www.AZTaxes.gov>). If you do not have a TPT license with ADOR, or your state TPT license does NOT show a city code of "TU", please apply for a license or update your existing license at the AZTaxes.gov website.**

On the "Login" screen, click the "click here" link in the "Member Login" box.

**Sign Up**

<p><b>e-Tax Online Services allow you to:</b></p> <ul style="list-style-type: none"> <li>◆ Apply for a New License</li> <li>◆ File your Sales Tax Returns</li> <li>◆ Make Payments for Sales Tax and License Fees</li> <li>◆ View your Account Statement</li> <li>◆ View your License Information</li> </ul>	<p>User Id should not contain spaces.</p> <p style="text-align: center;"><b>ALL FIELDS ARE MANDATORY</b></p> <p>User ID* <input type="text"/></p> <p><a href="#">Password Requirements</a></p> <p>Password* <input type="text"/></p> <p>Confirm Password* <input type="text"/></p> <p>Hint Question* <input type="text" value="----Select One--"/></p> <p>Answer* <input type="text"/></p> <p>E-Mail* <input type="text"/></p> <p>Enter the License Number that you wish to associate with this User ID</p> <p>License No* <input type="text"/></p> <p>Please type in the FEIN that you provided in your original license application. This information will be used for authentication of your License Number. Please use numbers only (do not use dashes)</p> <p>FEIN* <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>
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You will be taken to the “Sign Up” screen. Click the “Password Requirements” link to view a pop-up window with the e-Tax password requirements, and then select a User Id and Password, and confirm the Password. Select a Hint Question and provide an Answer (for password retrieval if needed later), and enter an E-Mail. Lastly, enter the seven-digit license number in the License No space, and enter the nine-digit federal tax number associated with that license in the FEIN space. Press OK.

You will then be taken back to the “Login” screen, and may enter your newly created User ID and Password and press the “Login” button.



**Login Successful!**

Welcome [REDACTED] The following license number(s) are associated with your UserID.  
Please select the License Number you want to work on.

License Number [REDACTED]

[Continue](#)

On the "Login Successful!" screen, select the license number from the "list" (e-Tax displays this screen even if only one license is associated with an e-Tax user ID).



<a href="#">Home</a>	<a href="#">Pay</a>	<a href="#">Returns</a>	<a href="#">FAQ</a>	<a href="#">Inquire</a>
<a href="#">Merge Accounts</a>	<a href="#">User Profile</a>	<a href="#">Help</a>	<a href="#">Logout</a>	<a href="#">Contact Us</a>

Welcome to Tucson Tax and License Online. Through this site you can apply for a new Tucson business license, file a sales tax return, pay license fees and taxes due, review account information, and contact tax and license representatives for help with any questions you may have.



[License Application](#)

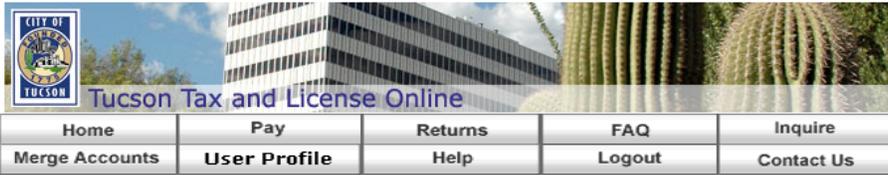
[File Your Sales Tax Return](#)

[Make a Payment](#)

[Account Details](#)

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The e-Tax “Home” screen shows again, but this time with a few more buttons under the “Tucson Tax and License Online” page header. Press the “Pay” button (the second button in the top row of buttons).



**Tucson Tax and License Online**

Home	Pay	Returns	FAQ	Inquire
Merge Accounts	User Profile	Help	Logout	Contact Us

**Pay your Tax and License Fees**

**Pay your Dues**

[Click here](#) to Pay for Multiple Licenses associated with your UserID

License Number: [REDACTED]

Pay	Tax Type	Tax Period	Details	Amount Due (\$)	Remittance(\$)
<input type="checkbox"/>	Business	12/2019	Renewal Fee	50.00	0.00

**Payment Options**

Payment Mode:  ▼

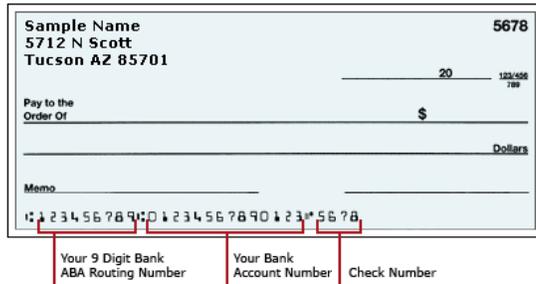
**Payment Information**

Account Type\*:  ▼

ABA Routing Number\*:

Bank Account Number\*:

Amount\*:



Sample Name: 5712 N Scott, Tucson AZ 85701

Pay to the Order Of: \$

Memo:

Annotations: Your 9 Digit Bank ABA Routing Number, Your Bank Account Number, Check Number

**Account Address on file with Bank**

Name\*

Check if address is not in USA

Street No\*  Street Name\*  Fraction

Direction  ▼ Suffix  ▼ Post Direction  ▼

Unit Type  ▼ Suite/Apt No  PMB No

City\*  State\*  ▼

Zip Code(+4)\*  Phone No  -  - Ext

Line1\*  Line2

City\*  State  Zip Code\*

Country\*  ▼ Phone No.

E-Mail Id

The \* marked fields are mandatory

The "Pay Your Tax and License Fees" screen is displayed. Business license renewal fees will show up under the "Pay Your Dues" section, usually with a Tax Type of "Business", and "Renewal Fee" in the Details column. Click the checkbox in the Pay column of the row showing the business license renewal fee. This will populate the Remittance amount in the rightmost column of the row with \$50, and this amount will also be populated in the "Amount" field, under "Payment Information" in the "Payment Options" section (to the left of the picture of a sample check). Once you are ready to pay, select the Account Type from the dropdown under "Payment Information" in the "Payment Options" section (the options are Checking and Savings). Then, type the nine-digit routing number associated with your financial institution, and the bank account number, in the next two spaces. Lastly, fill in the name and address associated with the account you are using in the section "Account Address on File with Bank". Once all fields are filled in correctly, press the "OK" button at the bottom of the page (cut off in this screen capture, but located below and to the right of the "Account Address on File with Bank" section).

**Payment Details**

**Your Dues**

<b>License Number</b>	[REDACTED]
<b>Tax Type</b>	Business
<b>Tax Period</b>	2019/12/31
<b>Due Amount(\$)</b>	50.00

**Payment Information**

<b>Payment Mode*</b>	One Time ACH
<b>Account Type*</b>	Checking
<b>Bank Routing Number*</b>	123456789
<b>Bank Account Number*</b>	987654321
<b>Amount*</b>	50.00

**Account Address on file with bank**

<b>Name</b>	JOHN DOE
<b>PO BOX 27210</b>	TUCSON AZ 85726 US
<b>Phone No</b>	
<b>E-Mail</b>	

I hereby authorize the City of Tucson to initiate a one-time electronic entry to my bank account at the Financial Institution indicated above for payment of my Tucson privilege tax license fee. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

[Edit](#)

The "Payment Details" screen will be displayed, giving you a chance to review the payment information you have entered. If you need to correct anything, click the "Edit" link to the lower left side of the page. This will take you back to the "Pay Your Tax and License Fees" screen. If the information is correct, click the "Submit" button to the lower right side of the page.



**Your Confirmation number - 1543364218615**

**Please use this confirmation number for future reference.**

**Click the icon to print your receipt.** 

Once the system has accepted the payment information, a confirmation number will display, and you are given an opportunity to print your receipt. If you choose not to print your receipt, be sure to write down your confirmation number for future reference. If you choose to print your receipt, click the small printer icon at the end of the displayed message.

vmtrmswebtst says

Please note that the following receipt is for your records only and does not indicate the final approval of your application.

OK

A dialog box like this will display. Click the "OK" button to display the receipt.



Payment  
City of Tucson  
255 W Alameda  
Tucson, AZ 85701  
(520) 791-4566

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Confirmation ID	1543364218615	Received Date	2018/11/27
Name	JOHN DOE	Address	PO BOX 27210 , TUCSON , AZ , US85726
Phone#		Email	
License Number	██████████	Tax Type	PLL
Tax Period	2019/12/31	Net Due Amount	\$50.00

The receipt for your online payment will look like this. The confirmation number from the previous screen will be included. The ACH request will usually be submitted the morning of the next city business day. If the request is accepted by your bank, you should see your account debited for the amount of the payment within 2-3 business days after that. If the request is not accepted by your bank, or if there is an error that prevents the request from being submitted to your bank, you will receive a letter from us describing the error.