

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

Phone: (480) 350-2955

Fax: (480) 350-8659

Email: salestax@tempe.gov

www.tempe.gov/salestax

LICENSE NO.
REPORTING PERIOD
DUE DATE

Please enter your Business Name and Address:

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	
	1							
	2							
	3							
	4							
	5							
	6							
	7	SUBTOTAL (Add Column 5, Lines 1 through 6)						
	8	ENTER TOTAL EXCESS CITY TAX COLLECTED (Total from Schedule B on back)				Plus (+)		
	9	TOTAL TAX DUE (Add column 5, lines 7 and 8)				Equals (=)		
	10a	LATE PAYMENT PENALTY (10% of total tax due)				Plus (+)		
	10b	INTEREST (1% per month of total tax due)				Plus (+)		
	10c	LATE FILING PENALTY (5% per month to maximum 15% of total tax due)				Plus (+)		
	11	ENTER TOTAL LIABILITY (Add column 5, lines 9 through 10c)				Equals (=)		
	12	ENTER TOTAL CREDIT BALANCE TO BE APPLIED (From Schedule B on back)				Minus (-)		
	13	ENTER NET AMOUNT DUE (Subtract column 5, line 12 from line 11)				Equals (=)		
	14	ENTER TOTAL AMOUNT PAID						

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 # Report Period:

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 - Taxes received after the delinquency date will be assessed interest at a rate of 1% per month until paid. 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, CALL: City of Tempe (480) 350-2955 Fax:(480) 350-8659

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						
F						
H						
B						
A						
D						
Q						
E						
E						
O						
C						
S						
S						
G						
M						
I						
J						
J						
J						
Total Deductions: Copy amounts to front						

SCHEDULE B

	LINE 1	LINE 2	LINE 3	LINE 4	LINE 5	LINE 6
Excess tax collected by activity						
Total excess tax (add columns 1 through 6) Copy amount to column 5, line 8 on front				Total Excess Tax		
Allowable credits by activity						
Total allowable credit (add columns 1 through 6) Copy amount to column 5, line 12 on front				Total Credits		