



Transaction Privilege  
And Use Tax Report

City of Prescott  
Tax and License Office  
201 S Cortez St  
PO Box 2077  
Prescott, AZ 86302-2077  
Ph: (928) 777-1268  
Fax: (928) 777-1255  
Email: saletax@cityofprescott.net

City License:  
Reporting Period:  
Due Date:

Business Name:

Mailing Address:

City: State: Zip Code + 4:

**CITY OF PRESCOTT**  
**SALES TAX DEPT**  
**PO BOX 2077**  
**PRESCOTT, AZ 86302-2077**

Just place a check here and sign at the  
bottom if you have no taxes to file

☐

**POSTMARKS ARE NOT EVIDENCE OF TIMELY FILING**

			Column 1	Column 2	Column 3	Column 4	Column 5
Business Activity-Location	Line	Bus Class	Gross	Allowable Page 2 - Deductions	= Net Taxable	Tax Rate	Column 3 x Column 4 = Tax Amount
	1						
	2						
	3						
	4						
	5						
	6						
	SUBTOTALS	7					
			8 TOTAL FROM ADDITIONAL PAGES				
			9 SUBTOTAL TAX DUE (Line 7 + Line 8)				
			10 ENTER EXCESS TAX COLL (From Sch B)				Plus (+)
			11 GRAND TOTAL				Equals (=)
			12 PENALTY & INTEREST (see instructions)				Plus (+)
			13 ENTER TOTAL LIABILITY				Equals (=)
			14 ENTER CREDIT BALANCE (from Sch B)				Minus (-)
			15 PRIOR ACCOUNT BALANCE				Plus (+)
			16 ENTER NET AMOUNT DUE				Equals (=)
			17 ENTER TOTAL AMOUNT PAID				

☐ Check here to cancel license  
Reason: \_\_\_\_\_  
  
☐ Check here for address change  
New Addr: \_\_\_\_\_  
  
Special Notice

Under the penalty of perjury, I declare that I have examined this Transaction Privilege and Use Tax 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 Name

Phone No.

Print Paid Preparer's Name

My current e-mail address is

**A SIGNATURE IS REQUIRED TO MAKE THIS RETURN VALID**

Return original with remittance in the envelope provided.

Please make checks payable to: **CITY OF PRESCOTT**

**DUE DATE:** The due date for the city privilege tax is the 20<sup>th</sup> 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 legal city holiday.

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- PENALTIES:**
1. Failure to file – 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.
  2. Failure to Pay – A penalty of 10% of the unpaid tax will be assessed if the tax is not paid timely.
  3. Total Penalty – Total penalties assessed will not exceed 25% of the unpaid tax.

**INTEREST:** Taxes not received by the delinquency date will be assessed interest at Prescott's current interest rate which is the same as the state rate and will continue to accrue until taxes are paid. The interest MAY NOT be waived by the Tax Collector.

**NOTE:** A check sent as payment authorizes the transaction to be processed as a one-time electronic funds transfer or check transaction. Funds may be drawn from your account as soon as the same day we receive payment, and you will not receive your check back from your financial institution. To opt out, please contact our office.

**CHECK YOUR RETURN:** Check the amounts recorded by type of income for each line as follows:

\* Itemized deductions equal the total deductions.

\* Tax due is equal to the amount obtained by applying the preprinted tax rate to the taxable income amount.

\* Total tax due equals tax due plus any excess tax collected.

**FOR ASSISTANCE, CALL:** City of Prescott, (928) 777-1268, Fax: (928) 777-1255, e-mail: [salestax@cityofprescott.net](mailto:salestax@cityofprescott.net)

**SCHEDULE A – DETAILS OF DEDUCTIONS:** Enter below the deductions and exclusions you used in computing your city transaction privilege tax or use tax. You must keep a detailed record of all deductions and exclusions. Failure to maintain proper documentation and records required by city ordinance may result in their disallowance. A separate detail of city records and documentation must be maintained only when the income, deductions or exemptions are different from state requirements.

*Please note:* Not all deductions are available to all business classifications.

**NOTE:** The line numbers at the top of each column below correspond with the line numbers of the business descriptions listed on the front page.

		Bus Class	Bus Class	Bus Class	Bus Class	Bus Class	Bus Class
		LINE 1	LINE 2	LINE 3	LINE 4	LINE 5	LINE 6
1. Total tax collected or factored (State, county, and city)							
2. Bad debts on which tax was paid							
<b>RETAIL &amp; PERS. PROP. RENTALS</b>							
3. Sales for resale							
4. Repair, service, or installation labor							
5. Discounts and refunds.							
6. Sales to qualified health care org.							
<b>SALES TO U.S. GOVERNMENT</b>							
7. By retailer 50% deductible							
8. By manufacturer and repairer (100% deductible)							
<b>OUT-OF-STATE SALES</b>							
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.							
<b>CONSTRUCTION CONTRACTING</b>							
10. Land Deduction							
11. 35% reduction of gross receipts							
12. Exempt sub-contracting income							
13. Out-Of-City Contracting							
<b>OTHER DEDUCTIONS</b>							
14. Reserved							
15. Sales of gasoline and use fuel							
16. Sales of exempt machinery and equip							
17. Prescription drugs/prosthetics							
18. Other (Explain)							
19. Other (Explain)							
20. Other (Explain)							
<b>Total Deductions</b>							

**SCHEDULE B**

Excess Tax Collected by Activity							
Allowable Credits by Activity							