

Privilege Tax License Renewal Information

On November 10, 2021 the Arizona Department of Revenue will initiate the TPT (transaction privilege tax) license renewal process. Over 300,000 taxpayer renewal letters will be mailed out in batches of 15,000 letters per day.

General renewal information is available at: <https://azdor.gov/news-events-notices/news/get-ready-2022-transaction-privilege-tax-license-renewals> or by calling 602-255-3381.

ADOR compiled the following list of common questions and answers. If you have further questions about your TPT license renewal contact ADOR at <https://azdor.gov/> and select the LIVE CHAT feature in the bottom right hand corner of the page.

FAQs

Q: When are TPT renewals due?

A: Renewals are due Jan. 1, 2022.

Q: Is there anything I should do prior to renewal?

A: Ensure your business information is current, including mailing address, owner/officer information, and locations details. ADOR strongly encourages taxpayers to enroll to file and pay online via the [AZTaxes.gov](https://www.aztaxes.gov) website for easier renewals and faster processing. State law requires taxpayers with multiple business locations to renew their TPT license electronically.

Q: If I just got my TPT license, do I still have to renew my license on January 1, 2022?

A: Every business licensed with ADOR is required to renew their Arizona TPT license, which is due January 1, 2022.

Q: When can I renew my TPT license?

A: The Arizona Department of Revenue (ADOR) sends renewal letters to businesses to renew their Arizona Transaction Privilege Tax (TPT) License. The renewal process begins on 11/10/2021.

Q: My business (or location) is closed, what do I need to do?

A: If the business is closed, the license must be cancelled to avoid the renewal requirement, as well as applicable fees and penalties. If the location is closed, the location needs to be removed from the license to avoid the renewal requirement, as well as applicable fees and penalties.

Q: I am an out-of-state business without a physical presence in Arizona, do I have to renew my TPT license?

A: Out-of-state sellers that meet the thresholds (Marketplace facilitators \$100,000; Remote sellers \$100,000) for sales to customers in Arizona in either the current or prior calendar year, are required to renew their TPT license.

Q: How do I renew my license on [AZTaxes.gov](https://www.aztaxes.gov)?

A: Go to [www.AZTaxes.gov](https://www.aztaxes.gov). Log in using your username and password. Click "License Renewal" in the 'Action' section of your Business List or select "License Renewal" on the

left-hand navigation bar. (You will need the pertinent information for renewal, any changes, payment information, and your e-signature PIN.) For further assistance on completing a license renewal through [AZTaxes.gov](https://aztaxes.gov), view our video tutorial at azdor.gov.

Q: Do I need to renew my marijuana excise tax license?

A: No. Marijuana excise tax licenses do not need to be renewed, but marijuana TPT licenses must be renewed through [AZTaxes.gov](https://aztaxes.gov).

Q: Do I need to renew my marijuana TPT license?

A: Yes. Marijuana TPT licenses must be renewed through [AZTaxes.gov](https://aztaxes.gov). Please note: Marijuana excise tax licenses do not need to be renewed.

Q: How do I update my owner or officer information for my business?

A: To update your owner or officer information, please complete a Business Account Update form at <https://azdor.gov/forms/tpt-forms/business-account-update>.

Q: How much will it cost to renew my license?

A: Renewal license fees are annual and based on the cities/towns where your business operates in. Every year, the fees are reviewed and based on the ordinance of each city/town. Reference <https://azdor.gov/transaction-privilege-tax/tpt-license/renewing-tpt-license> for renewal license fees.