

How to Apply for a City of Peoria Tax or Business License

Go to: <https://etax.peoriaaz.gov>

THE CITY OF PEORIA ARIZONA

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E-Tax Online Service

Welcome to City of Peoria e-Tax. This site is designed to provide easy access to your City of Peoria Transaction Privilege (Sales) Tax and License account information. Through this site you can apply for a new Peoria business tax 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 links below.

Important Note: Transactions entered after 7PM will be processed the next day. E-TAX data maintenance is conducted Monday through Friday mornings between 1-3am. During these periods the E-Tax system will be unavailable for use. We apologize for any inconvenience this may cause.

e~TAX

CITY OF PEORIA

[License Application](#)

[Register for Auto Pay](#)

[File Sales Tax Return](#)

[Account Details](#)

Click

How to Apply for a City of Peoria Tax or Business License

THE CITY OF PEORIA ARIZONA

Home Login New License FAQ Help Contact Us

New License Registration

Basic Business License Information

NOTE: DO NOT use your internet browser's "Back" button while logged on this site. Doing so will terminate your session.

A \$20.00 application fee **plus** appropriate license fee is required to complete your online application. You will be taken to a secured payment page after completing the business information. Payments may only be made using a checking or savings account. Our system is unable to process applications without payment.

License numbers and certificates are not generated immediately upon completion. If your license is approved you should receive it in 14 business days. If we need additional information we will contact you.

All fields are mandatory

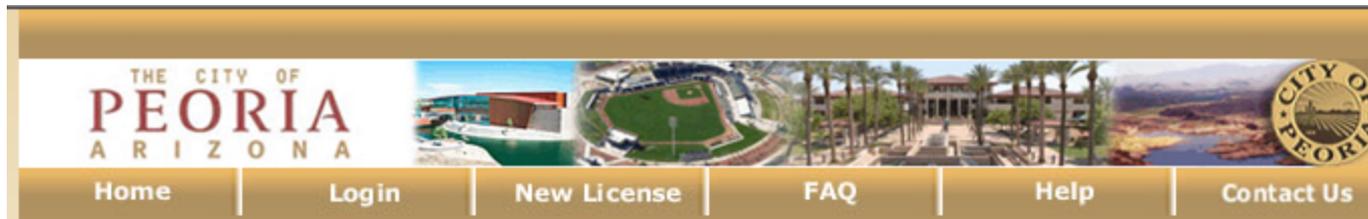
License Type

Category Individual Business

Start Date

See drop down on next slide

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All fields are mandatory

License Type	<input type="text" value="Privilege Tax"/>
Category	<input type="text" value="Occupational License"/>
Start Date	<input type="text" value="Special Event License"/>

Select one of the three license types –
Select Privilege Tax if the business conducts taxable business, Occupational if the business does not conduct taxable business or Special Event for a one-time event license



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All fields are mandatory

Select the category: Is the license held for a business or individual and select the business start date (or event date)

License Type

Privilege Tax

Category

Individual Business

Start Date



Date can be selected using the calendar function here:

Internet Explorer window showing a calendar for March 2013 and a form for a Privilege Tax License application.

Calendar: March 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

while logged on this site. Doing so will on.

complete your online application. You will be information. Payments may only be made using a checking or savings account. Our system is unable to process applications without payment.

License numbers and certificates are not generated immediately upon completion. If your license is approved you should receive it in 14 business days. If we need additional information we will contact you.

All fields are mandatory

License Type: Privilege Tax

Category: Individual Business

Start Date: 03/14/2013

New License Requirements
Effective October 1, 2008, all persons applying for a Peoria Privilege Tax License as Individuals, Sole Proprietors, or Husband & Wife businesses, must provide evidence of their legal right to be in the United States in compliance with A.R.S.41-1080, also known as the "Legal Arizona Workers Act". Please refer to the required form and supporting documentation identified on the City's website at peoriaaz.gov or call (623) 773-7160 for additional information.

OK Cancel

Click
OK



Privilege Tax

General Information

Business Information

Mailing Information

Ownership Information

Additional Information

➔ General Information

Do you sell, store or handle any hazardous materials? Yes No

If yes please explain:

Fee Details (Fee is non-refundable)

Application Fee \$ 20.00

License Fee \$ 50.00

Total Fee \$ 70.00



You will be required to pay at the end of the application process to submit the on-line application.

Continue

Cancel

Enter All Required Information



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Privilege Tax

General Information	Business Information	Mailing Information	Ownership Information	Additional Information
---------------------	-----------------------------	---------------------	-----------------------	------------------------

Business Information

Business Name*

Business Location Address

Street No*	<input type="text"/>	Dir	-----Select One-----	
Street Name*	<input type="text"/>	Suffix	-----Select One-----	Ste/Apt No <input type="text"/>
City*	<input type="text"/>	State*	Arizona	Zip (+4)* <input type="text"/>
Phone No	<input type="text"/> - <input type="text"/> - <input type="text"/>	Ext	<input type="text"/>	
E-Mail*	<input type="text"/>			

Other Business Details

Business Type*	-----Select One-----	State Lic No	<input type="text"/> - <input type="text"/> - <input type="text"/>	Federal ID	<input type="text"/>
Nature of Business Detail*	<input type="text"/>				
	125 characters left				

Reset will erase all data entry.

The * fields are mandatory.

Back Continue Reset Cancel

Don't use the back button – you'll lose everything on the page...

Mailing Information

This will copy the business address to the mailing address if it is the same.



Privilege Tax

General Information

Business Information

Mailing Information

Ownership Information

Additional Information

Mailing Address Information

Name Care Of

Check if mailing address is same as business address
 Check if address is not in USA or if it is a PO Box

Street No.* Dir
Street Name* Suffix Ste/Apt No
City* State* Zip (+4)*
Phone No. - - E-Mail

(For Foreign Address, please fill the following information)
Line 1* Line 2
City* State* Zip Code*
Country* Phone No.

The * fields are mandatory.

Make selection:

Used for non-standard addressing, including PO boxes

You can enter the PO Box number here:

Ownership Information

Privilege Tax

General Information

Business Information

Mailing Information

Ownership Information

Additional Information

Ownership Information

Ownership Type* Individual

Contact and Address Information

Please complete the mandatory information and choose "Add Contact" to submit.

Contact Type* Owner Name* IVAN DEE SSN* 888888888

Check if mailing address is same as business address

Check if address is not in USA or if it is a PO Box

Street No.* 8401 Dir West

Street Name* MONRO Suffix Street Ste/Apt No

City* PEORIA State* Arizona Zip (+4)* 85345

Phone No. 111 - 111 - 1111 E-Mail

(For Foreign Address, please fill the following information)

Line 1* Line 2

City* State* Zip Code*

Country* -----Select One----- Phone No.

Add Contact

Remove Contact

Update Contact

Clear

Note: Only one Contact Address is required. Alternate contact addresses may be added if desired.

Contact Type	Name	Address
--------------	------	---------

The * fields are mandatory.

Back

Continue

Cancel

Complete the page and click Add. You'll see the contact added at the bottom of the page.

Ownership Information

Ownership Type*

Contact and Address Information

Please complete the mandatory information and choose "Add Contact" to submit.

Contact Type* Name* SSN*

Check if mailing address is same as business address

Check if address is not in USA or if it is a PO Box

Street No.* Dir

Street Name* Suffix Ste/Apt No

City* State* Zip (+4)*

Phone No. - - E-Mail

(For Foreign Address, please fill the following information)

Line 1* Line 2

City* State* Zip Code*

Country* Phone No.

[Add Contact](#) [Remove Contact](#) [Update Contact](#) [Clear](#)

Note: Only one Contact Address is required. Alternate contact addresses may be added if desired.

	Contact Type	Name	Address
<input type="radio"/>	Owner	IVAN DEE	8401,MONRO,PEORIA AZ

The * fields are mandatory.

[Back](#) **[Continue](#)** [Cancel](#)

This is from the previous slide

The contact is added and is seen at the bottom. You can add more contacts (but is not required) If adding more contacts, complete the fields above again, and click add again. When finished adding contacts, click Continue.

Complete the Additional Information

Home Login New License FAQ Help Contact Us

Privilege Tax

General Information Business Information Mailing Information Ownership Information **Additional Information**

Additional Information

Select the method you will use in submitting tax reports Cash Receipts Accrual Required.

If you are a construction contractor, please enter your contractor number

Please enter the number of employees (in Peoria)

Is this a home-based business? Yes No

Do you own your business location Yes No. Required info below if you answer No.

If no, complete the following landlord/property manager information (Landlord/property manager name and address is mandatory if you don't own the business location)

Landlord/property manager name*

Street No.* Dir

Street Name* Suffix Ste/Apt No

City* State* Zip (+4)*

Phone No - - E-Mail

Do you rent a portion of the business premises to another entity? Yes No

If you are a corporate or LLC statutory agent, please complete the following information Yes No

Agent Name* Phone No - -

Complete the Additional Information – Bottom of Page

Required information

Location where the business records are kept

Check if address for location where the business records are kept is same as business address

Street No.*	<input type="text" value="8401"/>	Dir	<input type="text" value="West"/>	
Street Name*	<input type="text" value="MONROE"/>	Suffix	<input type="text" value="Street"/>	Ste/Apt No <input type="text"/>
City*	<input type="text" value="PEORIA"/>	State*	<input type="text" value="Arizona"/>	Zip (+4)* <input type="text" value="85345"/>
Phone No	<input type="text" value="111"/> - <input type="text" value="111"/> - <input type="text" value="1111"/>	E-Mail	<input type="text"/>	

*The * fields are mandatory.*

When completed, click Preview to review all your data entry.

Review Data Input

Privilege Tax

You can return to any of these sections and edit your data input:

General Information

[Edit](#)

Do you sell, store or handle any hazardous materials? Yes No

Explanation

Fee Details

Details of the Application Fee is as shown :

APP FEE	\$20.00
LIC FEE	\$50.00
Total Fee	\$70.00

Business Information

[Edit](#)

Business Name ABC

Business Address

8401 W MONROE ST
PEORIA AZ 85345

Phone No (111)111-1111 E-Mail Myexample@outlook.com

State License No FEIN 777777777 Business Start Date 03/14/2013

Business Type Retail Sales Business Detail I sell widdgits and ping pong equipment.

Mailing Information

[Edit](#)

JOE ALABAMA C/O JOE ALABAMA
8401 W MONROE ST
PEORIA AZ 85345

Phone No (111)111-1111 E-Mail

Ownership and Contact Information

[Edit](#)

Ownership Type Individual

Contact Detail - 1

Contact Name IVAN DEE Contact Type Owner SSN 888888888

8401 W MONROE ST
PEORIA AZ 85345

Phone No (111)111-1111 E-Mail

Review Data Input – Bottom of Page

Additional Information [Edit](#)

The method you will use to submit your tax reports Cash Receipts Accrual

Your contractor number _____ Number of employees (in Peoria) 2

Is this a home-based business? Yes No Do you own your business location? Yes No.

Landlord/Property Manager Information

Name _____

Phone No _____ E-Mail _____

Do you rent a portion of the business premises to other entity? Yes No

Corporate or LLC Statutory Agent Yes No

Name _____ Phone No _____

Business Records Location

8401 W MONROE ST
PEORIA AZ 85345

Phone No (111)111-1111 E-Mail _____

Application and License fee needs to be paid in order to complete the registration process. Carefully review this information and Print a copy of this page for your records. When you are satisfied that all of the information is correct, read the statement below, check the box, and press the Submit button to make the required payment.

I certify that the statements made in this application are true and complete to the best of my knowledge. I have complied with all statutes, ordinances, and other requirements affecting public peace, health, and safety. I accept the license authorized and issued in response to this application with the condition that I report timely and pay any and all taxes due by me to the City of Peoria. I understand that license and application fees are non-refundable and that incomplete forms may not be processed.



Required

You may print this data input. Click on the icon of the printer – this is the ONLY opportunity to print this. Click Submit.

Pay for the License – By Check or Credit Card

Click the box indicating that you are making payment of this line item. The amount will populate the Amount field

License Number: NewAccount#

Do not make entry here – check the box on the left

Pay	Tax Type	Tax Period	Due Details	Due Amount(\$)	Remittance(\$)
<input checked="" type="checkbox"/>	Privilege Tax License	12/2013	License Fee and Application Fees	70.00	70.00

Payment Options

Payment Mode

This example shows payment by check (transfer of money from your checking account)

Payment Information

Bank Account Type*

Bank Routing Number*

Bank Account Number*

Amount*

Be sure to input the bank routing and the account number in the correct fields.

Sample Name **5678**
 8401 W Monroe St
 Peoria AZ 85345

Pay to the Order Of \$ _____ Dollars

Memo

⑆ 23456789010 23456789012345678

Your 9 Digit Bank ABA Routing Number Your Bank Account Number Check Number

Billing Address

Name*

Street No* Dir

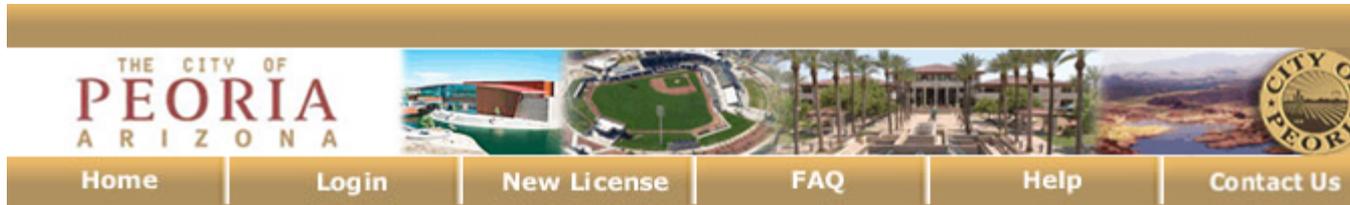
Street Name* Suffix Ste/Apt No

City* State*

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

E-mail

The * fields are mandatory



You can print your receipt from here – this is the only opportunity to obtain a receipt.

Tracking Number # 1363293970997

You will receive one confirmation email the day after you submit the application for each email you created in the application. This lets all your email addresses know about the application.

Save this tracking number for your records. This number can be used to track the posting of your transaction. Approved returns are posted the next business day. Payments are complete when funds have cleared your bank.

Click the icon to print your receipt 

Notice to Contractors! If you will be needing permits from the city of Peoria, please print this page as proof of submitted payment and provide a copy to the Building Development Department.

You may be contacted by the City if there are other licensing requirements for your license type and location. The license is 'pending' until the City confirms and approves the application. If this application is for a taxable business, you will be required to file all tax returns timely even if there is no taxable activity for a reporting period.