



## **IMPORTANT**

When completing the tax return, do not forget to complete the following information.

- Your City of Mesa Transaction Privilege License number
- The reporting period (month, quarter, or year) for which the return applies).
- The business name and address for which the license is issued.

You may not received credit for filing your return or payment of your taxes if the above information is missing or incomplete.

If you have more that one business location in Mesa and you file a consolidated return, you also must file the Supplement for Consolidated Licenses. This form is available on-line.



**Revenue Collection Operations  
Special Licensing Office**

Location:  
55 North Center Street  
Mesa, Arizona 85201  
Phone: (480) 644-2316  
Hours: 7:00 AM - 6:00 PM  
Days: Monday - Thursday  
Closed on Fridays

Mailing:  
PO Box 16350  
Mesa, AZ 85211-6350  
Fax: (480) 644-3999  
www.mesaaz.gov/salestax

License No. \_\_\_\_\_

Reporting Period \_\_\_\_\_

Due Date \_\_\_\_\_

CANCEL LICENSE:

Check here and sign at the bottom to cancel your license.

Reason \_\_\_\_\_

Date Business Closed \_\_\_\_\_

Business Name \_\_\_\_\_

Please indicate mailing address change here.

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**TRANSACTION PRIVILEGE TAX (TPT) AND USE TAX RETURN**

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

**THIS RETURN IS DUE ON  
THE 20TH OF THE MONTH**

Business Description	Line	Bus. Class	Column 1 Gross	Column 2 Allowable pg 2 - Deductions	Column 3 = Net Taxable	Column 4 x Tax Rate	Column 5 = Tax Amount
	1					1.75%	
	2					1.75%	
	3					1.75%	
	4					1.75%	
	5					1.75%	
	6					1.75%	
<b>USE TAX</b>	7	<b>20</b>				1.75%	
TOTAL FROM ADDTL PAGES	8					1.75%	
	9	<b>SUBTOTAL</b>				1.75%	
	10	(Total from Schedule B) <b>EXCESS CITY TAX COLLECTED/JET FUEL</b>				Plus (+)	
	11	<b>TOTAL TAX DUE</b>				Equals (=)	
	12	(see instructions) <b>PENALTY &amp; INTEREST</b>				Plus (+)	
	13	<b>ENTER TOTAL LIABILITY</b>				Equals (=)	
	14	(Total from Schedule B) <b>CREDIT TO BE APPLIED</b>				Minus (-)	
	15	<b>ENTER NET AMOUNT DUE</b>				Equals (=)	
	16	<b>ENTER TOTAL AMOUNT PAID</b>					

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 Name

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Print Paid Preparer's Name

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

Return original with remittance in envelope provided.

Please make check payable to: CITY OF MESA

**Complete both sides of form.**

**Mailing Address**

PO Box 16350

Mesa Arizona 85211-6350

**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 Friday, Saturday, Sunday, or legal city holiday.

License No. \_\_\_\_\_

Reporting Period \_\_\_\_\_

- 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%.

**POSTMARKS ARE NOT EVIDENCE OF TIMELY FILING.**

**INTEREST:** Mesa's interest rate is the same as the State rate and continues to accrue until taxes are paid. Interest rate tables are available on the City's Tax & Licensing website, or you may contact our office at the number shown on the form. Interest may not be waived by the Tax Collector.

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

**FOR ASSISTANCE, CALL:** City of Mesa(480)644-2316 Fax:(480) 644-3999

**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
Code	LINE 1	LINE 2	LINE 3	LINE 4	LINE 5	LINE 6
1. Total tax collected or factored (State, county and city)	64					
2. Bad debts on which tax was paid	53					
<b>RETAIL &amp; PERS. PROP. RENTALS</b>						
3. Sales for resale	54					
4. Repair, service, or installation labor	63					
5. Discounts and refunds	52					
6. Sales to <i>qualified</i> health care org.	65					
<b>SALES TO U.S. GOVERNMENT</b>						
7. By retailer 50% deductible	75					
8. By manufacturer and repairer (100% deductible)	75					
<b>OUT-OF-STATE SALES</b>						
9. Sales to nonresidents for use out-of-state when vendor ships or delivers out-of-state.	55					
<b>CONSTRUCTION CONTRACTING</b>						
10. 35% reduction of gross receipts	70					
11. Exempt sub-contracting income	71					
12. Out-of-City Contracting	62					
<b>OTHER DEDUCTIONS</b>						
13. Sales of motor vehicle and use fuel.	59					
14. Sales of exempt machinery & equip.	76					
15. Prescription drugs/prosthetics	58					
16. Food for home consumption	77					
17. Other (explain) _____	78					
18. Other (explain) _____	79					
19. Other (explain) _____	80					
20. Other (explain) _____	81					
<b>Total Deductions</b>						

**SCHEDULE B**

Excess Tax Collected by Business Class

Allowable Credits by Business Class

Jet Fuel \_\_\_\_\_ gals. X .03= \_\_\_\_\_ >>> transfer this amount to line 10 on front page.

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