

## Gilbert Sales Tax Overview

### What is this tax?

The Gilbert Sales Tax is a Transaction Privilege Tax (TPT), but commonly called a “sales tax”. Transaction Privilege Tax is imposed on the gross receipts of the person conducting business. The law allows the business to collect the tax from their customers; however, the tax is due whether or not the business actually collects the tax from its customers.

TPT is imposed on several different business activities. Some of the more common taxable activities are: Retail Sales; Construction Contracting; Rental of Real or Personal Property; Restaurants & Bars; Advertising; Amusements; Job Printing; Hotels; Utilities; and Telecommunications. (See Gilbert Taxable Sales Guidelines for more detail.)

Any Arizona city or town that chooses to impose TPT must adopt the Model City Tax Code (MCTC). The MCTC is a uniform set of tax laws, which govern how transactions are taxed at the local level. The MCTC allows for cities and towns to select taxing Options. Each city or town selects the Options that best fit the needs of their community. As a result, there can be differences between cities. Be sure to check with each city or town where you do business to know how their law applies to your business. The MCTC is similar to the State sales tax laws, but not exactly the same. It is best to check with both the Arizona Department of Revenue (AZDOR) and your local city to determine the tax requirements for your particular business. (The Gilbert Tax Code can be seen at [Gilbert Municipal Code, Chapter 58.](#))

### How is the tax reported & paid?

The Town of Gilbert contracts with AZDOR to collect its sales tax. Businesses subject to the Gilbert Sales Tax must obtain a TPT License from AZDOR. To obtain a TPT license, please register and apply online at [AZTaxes.gov](#) or complete an [AZDOR Joint Tax Application](#), Form JT-1. If you choose to apply via paper, it can take up to eight (8) weeks for your application to be processed. The AZDOR will forward the taxes paid to the Town of Gilbert.

**NOTE:** if you have more than one location, you are required to file and pay online at [AZTaxes.gov](#).

If you have just the one location and prefer to file via paper, you can use the TPT-EZ Form.



**Shaping a new  
tomorrow, today.**

## TPT Filing Frequency

TPT filing frequency is determined by the amount of a business' total estimated annual combined Arizona, county and municipal TPT liability.

Annual: Less than \$2,000 estimated annual combined tax liability

Quarterly: \$2,000 - \$8,000 estimated annual combined tax liability

Monthly: More than \$8,000 estimated annual combined tax liability

Seasonal: 8 months or less

Businesses who would like to change their filing frequency can download and complete the [Business Account Update Form](#) and mail it to the address on the form. Please note that this function cannot be completed online.

The request to change filing frequency will be completed during the next available filing period. Businesses changing from monthly to quarterly filing can expect the change to occur in the next quarter. Those businesses wanting to change to an annual frequency can expect the change to occur the year after the request.

For instance, if a business completes the form in July 2024 and wants to change from monthly to quarterly, this change would occur for the October-December 2024 filing period. If the business wants to change to annual in 2024, the change would occur for the 2025 filing period. Please continue to file accordingly until the change takes effect.

**NOTE:** If there are delinquencies on your business account, the filing frequency cannot be changed.