

## **HELPFUL WEBSITES**

- AZ Department of Revenue  
AZDOR.gov
- AZ Taxes (file, pay, etc.)  
AZTaxes.gov
- Model City Tax Code  
ModelCityTaxCode.AZ.gov

## **NEED MORE HELP?**

Town of Gilbert staff are available to assist you with your questions. You can stop by 50 E Civic Center (Town Hall), Monday – Thursday from 7 AM – 6 PM; appointments are recommended.

You can also email your questions to [SalesTax@GilbertAZ.gov](mailto:SalesTax@GilbertAZ.gov).

This brochure is meant to be a guideline only. For complete details, refer to the Town of Gilbert Tax Code and related regulations.

The Arizona Department of Revenue (AZDOR) administers the transaction privilege tax for the Town of Gilbert. This means that you will license, report and pay your Town of Gilbert transaction privilege taxes (TPT) to the AZDOR and they will distribute the applicable monies to the municipality.

TPT is commonly referred to as sales tax; however, it is a tax on the business and not the consumer. The business may choose to pass the tax on to their customer. It is the “privilege” of doing business within the town and is not a true sales tax.



# **Town of Gilbert**

## **Reporting Tax to the Arizona Department of Revenue**

## **Tax Compliance**

50 E Civic Center Drive  
Gilbert, AZ 85296  
480-503-6950

[SalesTax@GilbertAZ.gov](mailto:SalesTax@GilbertAZ.gov)  
[www.GilbertAZ.gov/TaxCompliance](http://www.GilbertAZ.gov/TaxCompliance)

## **STATE/COUNTY/GILBERT TAX RATE**

Combined State/County rate: ..... 6.3%  
Town of Gilbert rate: ..... 1.5%  
Combined rate:..... 7.8%

\* Local Bed Tax: 2.8%

**Note that there is an additional 2.8% Bed Tax on Hotel/Motel and transient lodging. The State also imposes a higher rate; the combined total is 11.57%.**

## **HOW DO I GET A TPT LICENSE?**

- You can apply for your TPT license online at [AZTaxes.gov](http://AZTaxes.gov), in person (by appointment only), or by mail. Paper applications are available on the [AZDOR website](http://AZDOR website). The quickest way to receive your TPT license is to apply online. If you choose to mail in your application, it may take weeks to receive it. AZDOR will mail your license to the mailing address you have indicated on the application.
- The region code for the Town of Gilbert is GB and the license fee is \$2. The region code for Maricopa County is MAR.
- Please note that businesses with multiple locations or business lines can opt to license and report for each location separately or have a consolidated license (and report aggregate sales). The cost for each license per location is \$12 plus any applicable city license fees.

## **WHAT IF I ALREADY HAVE A TPT LICENSE?**

If you have an Arizona TPT number, you can add additional cities/towns to your license online by logging into your [AZTaxes.gov](http://AZTaxes.gov) account, or by completing the [Business Account Update form](#) and mail it along with any applicable license fees to the address listed on the form.

## **LOCATION CODES**

Each business location has a unique 3-digit number located on the Transaction Privilege Tax (TPT) License, below the address, as assigned by the Arizona Department of Revenue. The location code is used to identify the location or locations where business transactions are taking place. Businesses with more than one location must specify the location code for each unique business location when filing their TPT return.

## **COMMON TAXABLE BUSINESS CATEGORIES**

Common business activity (codes) include (but not limited to): Amusements (012), Prime Construction Contracting (015), Hotels (044) 1.5% plus Hotel/Motel (Additional Tax) (144) 2.8%, Residential Rentals (045), Commercial Rentals (213), Restaurants & Bars (011) and Retail Sales (017).

## **HOW DO I SUBMIT THE TAX?**

Log into your [AZTaxes.gov](http://AZTaxes.gov) account and click the FILE button on the left column. Be sure to submit the return; there is a separate process for payment.

AZDOR provides tutorials to assist you in filing and paying your TPT.

Please note: Effective January 1, 2021, TPT filers with an annual total tax liability of \$500 or more are required to file electronically.

The general due date is the 20th of the “following month.” For example, January tax would be due by February 20th, February due March 20th etc. AZDOR provides a due date calendar.

A return must be submitted even if your business had no activity; otherwise penalties may apply.

## **LICENSING & REPORTING**

In order to report and submit your Gilbert commercial lease tax, you will need to obtain a Transaction Privilege Tax (TPT) license from AZDOR. You may apply for your TPT license, file returns and make payments via [AZTaxes.gov](http://AZTaxes.gov)

Filing frequency is determined by the amount of a business’ total state/town combined annual tax liability. The three frequencies are currently:

- Annual: Less than \$2,000
- Quarterly: \$2,000 - \$8,000
- Monthly: More than \$8,000

To change your filing frequency, please complete and submit a Business Account Update form to the AZDOR. If there are any delinquencies on your account, the filing frequency cannot be changed.

## **GILBERT BUSINESS LICENSE**

Every property located in Gilbert is required to have a business license. You may find additional information in the [Municipal Town Code, Section 14](#). Business license information is available on the Town website under [Business Licensing and Registration](#) or call 480-503-6700.