

# File an RDS Arizona Return Online in 11 Easy Steps!

SalesTaxOnline.com is a website that allows you to e-file returns and payments for cities collected for by RDS. Use this guide if you have not created an account on our website and would like to file your first return.

## Sign Up For a New Online Filing Account

Begin by clicking the link to **Sign Up Now** on the homepage of [www.SalesTaxOnline.com](http://www.SalesTaxOnline.com).

### Step 1: Sign Up

Begin by creating the username and password for your online filing account and entering your contact information. Click the **Sign Up** button to create your online filing account. Be sure to store your username and password in a safe place.

### Step 2: Business Information

Enter the information of the business you are filing for. This information will appear on the returns you file online. If you are filing returns for multiple business locations, you will be prompted add them later in the registration process. Click the **Next** button to continue.

### Step 3: Security Question

Click the link next to a question to use that question or type in your own question. Enter the answer to your question. If you forget your password, we will ask you the answer to your secret question and email you a new password. Click the **Next** button to save and continue.

### Step 4: Additional Information

This screen allows you to verify your business information. It will also allow you add multiple Business Locations, if necessary. Click the **Yes** button at the top of the screen to continue past this page or when you are finished adding Business Locations.

### Step 5: Return Setup

The screenshot shows the 'Return Setup' screen. At the top, a progress bar indicates the steps: Registration, Security Question, Additional Info, and Return Setup (highlighted in blue). Below the progress bar, there is a yellow banner asking 'Are you finished setting up your Returns?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. Below the banner, the 'Return Setup' section contains several fields: 'State' (Arizona), 'Return' (RDS Arizona), 'Location' ([All Locations Already Used]), 'Authority Account Number' (empty), and 'Filing Status' (Monthly). An 'ADD RETURN' button is at the bottom left. Below the form is a 'Return Information Table' with the following data:

Return	Location	Account No.	Filing Status	CF(?)	Edit	Delete
RDS Arizona	My Company Store 123	987654	Monthly	FREE	Edit	Delete

This is the step where you will set up the returns you want to file with their corresponding account numbers. Select options from the drop-down menus.

**1** - If you are filing a return for Bullhead City, City of Somerton, or City of Sedona: Select **RDS Arizona** as the return. You will have the option to select the city in Step 6.

**2** - If you are filing a return for Bullhead City, City of Somerton, or City of Sedona: Your Authority Account Number is the account number that was assigned to you by RDS. Your Authority Account Number can be located on forms/correspondence that you have received from RDS. If you have questions regarding your Authority Account Number, please contact RDS Support at (800) 556-7274.

**Note:** You cannot currently apply for this account number on SalesTaxOnline.com.

Click the **Add Return** button. The return appears in a table at the bottom of the screen with the account number that you typed in. Click the **Yes** button at the top of the screen when you are finished setting up your returns.

**You have completed your online account registration. Now onto filing your return!**

## Step 6: Selection - New Return

Home Create Return My Returns Account Center Lookup Support FAQ

SELECTION (New Return) PREPARE (Enter Data) PAYMENT (Process Payment) FILE (Return/Remittance) CONFIRMATION (Print Return)

**File Return**  
Select the filing period, return, and location you would like to file for. Click the Next button to continue to the electronic return.

1. Select State:  
Arizona

2. Select Filing Period:  
January 2011

3. Select Return:  
Arizona Returns  
Don't see your return listed? Click here to add the return.

4. Select Location:  
My Company Store 123  
Does your company have multiple locations? Click here to add another business location.

NEXT CANCEL

Select the state, filing period, return, and location for the return you would like to file. Click the **Next** button to continue to the electronic return.

## Step 7: Prepare - Select City, Description, Class

SELECTION (New Return) PREPARE (Enter Data) PAYMENT (Process Payment) FILE (Return/Remittance) CONFIRMATION (Print Return)

**Arizona Transaction Privilege Tax**

Filing Period: Jan 2011  
Due Date: 2/22/2011  
File Date: 2/16/2011

Return will **not** be filed and payment will not be processed until the **FILE DATE** specified above.

Please select the City/Town, Business Description and Business Class for each Transaction Tax you wish to file.

- Click the **Add** button to include your selections in the list then fill in Gross Sales and Deductions amounts.
- Continue adding selections to the list until your return is complete.

1	2	3	4
Step 1	Step 2	Step 3	Step 4
City/Town	Business Description	Business Class	Add to the Table
Bullhead City	(000) - Transaction Privilege Tax	(011) Restaurants and Bars	ADD
City of Sedona	(002) - Use Tax	(012) Amusement and Exhibitions	
City of Somerton	(009) - Jet Fuel Tax	(013) Commercial Lease - Lease, Rental, and	
	(008) - Jet Fuel Use Tax	(014) Personal Property Lease- Lease, Rent	
	(010) - Bed Tax-Transient	(015) Contracting-Contractors	
		(017) Retail	

Select a **City** from box 1,  
Select a **Business Description** from box 2,  
Select a **Business Class** from box 3,  
and click the **Add** button.

## Prepare - Enter Data

City of Sedona SE (017) Retail

1. Gross Sales: 5000.00

2. Allowable Deductions: (501) MV Manufacturer's rebate

(513) Food purchased with food stamps - 100.00  
(547) US Gov: Retail Sales - 500.00  
(548) US Gov: Other Retail - 100.00

Total Deductions: 700.00

3. Adjusted Gross Sales: 4300.00

4. Tax Due: 129.00

5. Excess Tax Collected: 0.00

6. Tax Credit or Debit: 0.00

7. Total Tax Due: 129.00

8. Accounting Credit: 0.00

9. Net Tax Due: 129.00

10. Compound Interest: 0.00

11. Interest: 0.00

12. Penalty: 0.00

13. Estimated Payment to be Used: 0.00

14. Total Amount Due: 129.00

DELETE SAVE

1 - Type Gross Sales in Line 1.

2 - If you have allowable deductions, begin by selecting the type of deduction from the drop-down menu. Then type the dollar amount of the deduction in the box to the right. Click the Add button to add that deduction and its corresponding dollar amount to the deductions box. Repeat these steps as many times as necessary to add multiple deductions. No deductions? Skip this step.

3 - If you have excess tax to report, type in Line 5. The screen will automatically calculate the applicable tax, accounting credit (if any), and penalties/interest.

4 - Click the Save button to continue.

## Prepare - Add Additional or Review Summary Total

Jurisdiction	Desc	Class	Gross	Deductions	Adjusted Gross	Tax Rate	Total	Modify
City of Sedona	000	017	\$5,000.00	\$700.00	\$4,300.00	3%	\$129.00	EDIT
City of Sedona	002	029	\$4,000.00	\$0.00	\$4,000.00	3%	\$120.00	EDIT

**Summary Total**

1.Total Gross Sales	\$9,000.00
2.Total Deductions	\$700.00
3.Total Adjusted Gross Sales	\$8,300.00
4.Total Tax Liability	\$249.00
5.Total Accounting Credit	\$0.00
6.Total Net Tax Due	\$249.00
7.Total Penalty	\$0.00
8.Total Compound Interest	\$0.00
9.Total Interest	\$0.00
10.Total Estimated Payments Used	\$0.00
11.Total Due	\$249.00

The information you have entered has been added as a line item on the page and also displays the summary in the Summary Total section. To edit this information, just click the **Edit** button in that line.

Need to add another type of tax or report tax to another city? Simply repeat the steps on this page to add as many items to this page as you need.

Click the **Next** button to continue.

## Step 8: Payment

Review the tax due amount. Begin the payment process by selecting an account type. At this time, payments made from bank checking and savings accounts are accepted. Credit card payments are not accepted at this time. After you have completed this page, click the **Next** button to continue.

## Step 9: Debit Protection?

Read the informational page about Debit Protection. If you have Debit Protection, Withdrawal Filtering, or any type of block on your bank account, you will need to take special steps to ensure your payment is processed correctly. This page only appears when making your first payment and will not appear again. If this does not apply to you, simply click the **Continue** button.

## Step 10: File Return & Remittance

**Summary**

The following information will be transmitted to the taxing authority along with your return. If all of the information below is correct, click FILE RETURN to transmit your payment and tax return.

Only by clicking FILE RETURN will you receive a CONFIRMATION NUMBER.

Return Name	Amount Due	Convenience Fee
RDS Arizona	\$249.00	\$0.00
<b>Total</b>	<b>\$249.00</b>	<b>\$0.00</b>

**FILE RETURN** If the information above is correct, click FILE RETURN to transmit your return and payment to the taxing authority.

**Company Information**

Name: fsdf sfsf  
 Company: My Company Store 123  
 Phone: 123-456-7890  
 Fax:  
 Mailing Address: 123 Main Street  
 Anywhere, AZ 12345  
 USA  
 Location Address: 123 Main Street  
 Anywhere, AZ 12345  
 USA

**Return Information**

Account Number: 987654  
 Filing Period: January 2011  
 File Date: 02/16/2011  
 Filing Status: Monthly

**Payment Information**

Amount Due: \$249.00  
 Account Type: Checking  
 Account Number: \*\*3456  
 Routing Number: 065403626  
 Billing Address: My Company Store 123  
 123 Main Street  
 Anywhere, AZ 12345  
 USA

If the information on this page is correct, click the **File Return** button to transmit your return and payment information.

## Step 11: Confirmation - Print Return

Click the link to View and Print your Confirmation Page. You will need Adobe Acrobat Reader to view this PDF document. Make sure your pop-up blocker is turned off before trying to view this page. **You do not need to mail this confirmation page - it is for your records only.** You have finished the filing process. Use the menu options to view other pages in your account. If you are finished on the website, click the **Log Off** button.