



**PRIVILEGE (SALES) AND USE TAX RETURN**

Mail and return remittance (if applicable ) to  
 City of Glendale  
 P.O. Box 800  
 Glendale, AZ 85311-0800

CITY LICENSE NO.	
PERIOD COVERED	
FROM	THROUGH
DELINQUENT IF NOT RECEIVED BY	
RECEIVED	

SPECIAL NOTICE

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 Deductions	Column 3 = Net Taxable	Column 4 x Tax Rate	Column 5 = Tax Amount	
	1							
	2							
	3							
	4							
	5							
Renewal Amount	6							
	7	TOTAL FROM ADDITIONAL PAGES						
	8	SUBTOTAL (Add Col. 5 Lines 1 Through 7)						
	9	ENTER EXCESS CITY TAX COLLECTED					Plus (+)	
	10	GRAND TOTAL					Equals (=)	
	11	PENALTY & INTEREST (see instructions)					Plus (+)	
	12	ENTER TOTAL LIABILITY					Equals (=)	
	13	ENTER CREDIT BALANCE TO BE APPLIED					Minus (-)	
	14	ENTER NET AMOUNT DUE					Equals (=)	
	15	ENTER TOTAL AMOUNT PAID						

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

( ) Check here if any changes in account status and complete the back of this form.

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

Return original with remittance in envelope provided.  
 Please make check payable to: CITY OF GLENDALE

For Assistance, Call Customer Service (623) 930-3190

**INSTRUCTION AND DEDUCTION EXPLANATIONS**

RETURN IS DUE ON THE 20<sup>TH</sup> OF THE MONTH FOLLOWING THE REPORTING PERIOD AND DELINQUENT IF NOT RECEIVED BY THE LAST WORKING DAY OF THE MONTH.

**PENALTIES:** File your return whether or not taxes are due.

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.
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 will not exceed 25%.

**INTEREST:** Taxes paid after the delinquency date will be assessed interest at the rate of 1% per month until paid.  
The interest CAN NOT BE abated by the Tax Collector.

**ALLOWABLE DEDUCTIONS BY BUSINESS ACTIVITY**

Class	Activity	Allowable Deduction or Credit Codes	Class	Activity	Allowable Deduction or Credit Codes	Class	Activity	Allowable Deduction Codes
01	Transportation	52, 53, 64	02	Mining	52, 53, 64, 74	03	Jet Fuel	52, 54-56, 59, 63, 65
04	Utilities	52-54, 64, 65, 28	05	Telecommunications	52-54, 64, 66, 28	09	Publishing	52-56, 64, 65, 69, 74
10	Printing	52 – 55, 64, 65, 74	11	Restaurant & Bars	52, 53, 64, 65, 74	12	Amusement	52, 53, 64
13	Rental of Real Property	52 – 54, 64	14	Rental Personal Property	52-55, 58, 63-65, 73, 74	15	Contracting	52-54, 62, 64, 70, 71, 28
16	Feed Wholesale	None	17	Retail Sales	52-56, 58-59, 63-65, 73, 74	18	Advertising	52, 53, 64, 69
25	Hotel/Motel	52, 53, 64	99	Use Tax	52-54, 58, 63, 65, 73, 74			

**SCHEDULE A – DETAIL OF DEDUCTIONS**

**For Assistance, Call Customer Service (623) 930-3190 Fax (623) 930-2186:**

Enter below the deductions and exclusions you used in computing your City Transaction Privilege (Sales) and Use Tax. You must keep a detailed record of all deductions and exclusions. Failure to maintain proper documentation and records required by the city ordinance may result in their disallowance. A separate detail of city's records and documentation must be maintained only when the income, deductions and exemptions are different from the state's. Please use the table above for allowable deductions.

**Note:** The line numbers listed at the top of these columns correspond with the line number for business activity on the front .

Enter Business Class Preprinted on the front						
Ded. Code	Deduction Code Description	Line 1	Line 2	Line 3	Line 4	Line 5
28	Tax Credits: Available to Speculative Builders (for city tax already paid) and Utility/Telecommunications (for Franchise/License Fee Offsets)					
52	Discounts Allowed (if included in gross)					
53	Refund and Returns (if included in gross)					
54	Sales for Resale or for Lease, Leases for Re-lease					
55	Out-of-State Sales and Leases					
56	50% of Retail Sales to United States Government					
58	Sales and Leases of Medical Devices, Prosthetics and Prescription Drugs					
59	Retail Sales of Gasoline					
62	Out-of-City Construction Contracting					
63	Retail Service Labor (when invoiced separately)					
64	Privilege (Sales) Tax Collected (if included in gross)					
65	Sales and Leases to Qualifying Health Care Facilities					
66	Interstate Telecommunications					
69	National Advertising					
70	Standard 35% Construction Contracting Deduction					
71	Subcontracting for Prime Contractors/Speculative Builders					
73	Sales and Leases of Income Producing Capital Equipment					
74	Freight Out/Delivery Charges (when invoiced separately)					
75-79	Explain:					
	Explain:					
	Explain:					
	<b>Total Deduction to Column 2</b>	\$	\$	\$	\$	\$

**CHANGES IN STATUS**

License Number:		Effective Date of Change:
My business name has changed to:		
My business location has moved to:		
My new location is rented. The landlord's name, mailing address and telephone number is:	Landlord's telephone no.	
My phone numbers have changed:	New business phone number:	New mailing phone number:
Please change my mailing address to:		
Please send a new License Application for the following reason:		
<input type="checkbox"/> The ownership of my business has changed to: <input type="checkbox"/> I have another location in Glendale		
<input type="checkbox"/> Please cancel my license for the reason noted at the right: Note: If the business has been sold, please provide us with the new owner's name, address, and telephone number. <b>Your license must be returned to complete the cancellation process.</b>		