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.

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



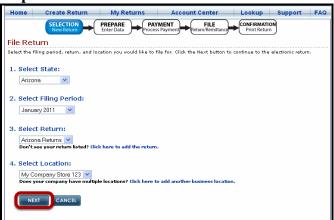
This is the step where you will set up the returns you want to file with their corresponding account numbers. Select options from the drop-down menus.

- 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.

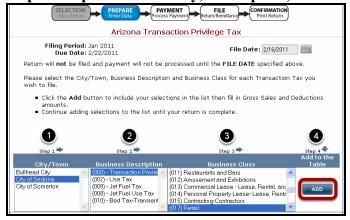
You have completed your online account registration. Now onto filing your return!

Step 6: Selection - New Return



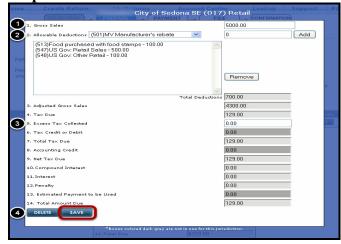
Select the state, filing period, return, and location for the return you would like to file. Click the **Next** button to continue to the electronic return.

Step 7: Prepare - Select City, Description, Class



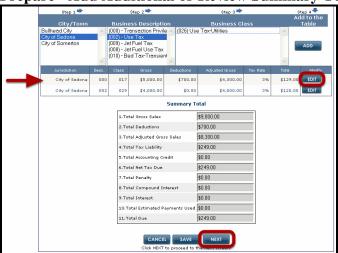
Select a **City** from box **1**, Select a **Business Description** from box **2**, Select a **Business Class** from box **3**, and click the **Add** button.

Prepare - Enter Data



- 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



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.

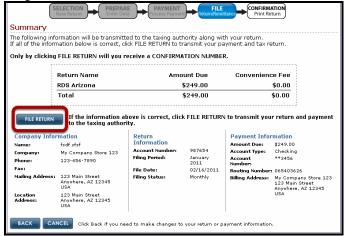
Step 8: Payment

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



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.