

# IMPORTANT

## City of Scottsdale

ALL VENDORS/EXHIBITORS MUST COMPLETE THIS

### PLEASE READ STEPS

#### 1, 2, 3, and 4 below

Please follow the directions for the step that best applies to you

If you are a vendor at the Barrett-Jackson event that will be doing retail sales, out of state vendor taking orders or conducting any other activity that is generating a sales tax liability, then you will need to obtain your sales tax license **PRIOR** to the event. (Please note that the license fee is non-refundable). **The license should be on display at your booth.....** but, if you're **NOT selling**, you will need to follow step 4 below.

**The transition to a centralized licensing and reporting for Transaction Privilege taxes began on 1/1/17. If you are a vendor that will be doing retail sales at the event and generating a sales tax liability then you will need to make sure that you have an Arizona Department of Revenue (ADOR) Transaction Privilege Tax License and that it shows the Region Code of Scottsdale (SC) at the bottom.**

1. If you need to **APPLY** for the for the ADOR License:
  - a. Please visit: <https://azdor.gov/transaction-privilege-tax/tpt-license/applying-tpt-license>
2. If you **CURRENTLY** have an ADOR License and **ONLY NEED TO ADD the REGION CODE** (Scottsdale) where the event will be held:
  - a. Please visit: <https://azdor.gov/transaction-privilege-tax/tpt-license/updating-tpt-account>
3. If you believe you are **ALREADY LICENSED** with ADOR and **already have the region code**:
  - a. Please email Deborah at: [DBRADLEY@SCOTTSDALEAZ.GOV](mailto:DBRADLEY@SCOTTSDALEAZ.GOV) ASAP, she will verify your licensing status.
    - i. Include the ADOR Transaction Privilege Tax License number
      1. (It should show the Region Code of SC – Scottsdale)
4. For those business that are **DISPLAYING ONLY** and **NOT** generating a tax liability:
  - a. Please email Deborah at [DBRADLEY@SCOTTSDALEAZ.GOV](mailto:DBRADLEY@SCOTTSDALEAZ.GOV) ASAP.
    - i. Include in the email:
      1. Your Business Name
      2. Nature of Business that you will conducting while at the Barrett-Jackson Event.
      3. She will then place you on the list and cease any attempts to collect a license from you.

**NOTE: The combined tax rate is 8.05%.**

You may also contact ADOR: [licensecompliance@azdor.gov](mailto:licensecompliance@azdor.gov)

Customer Service Representatives are available Monday through Friday from 8am to 5pm (MST)

Phone (602) 255-3381

Toll-Free (800) 352-4090

Fax (602) 542-2072

For additional City of Scottsdale Sales tax information, please call 480-312-2400 or visit

<http://www.scottsdaleaz.gov/taxes>