



An Introduction to Filing Federal Form 1099-S to Arizona

November 2021

Form 1099-S Filing Requirement

If a federal Form 1099-S is required to be filed to the IRS and the address or legal description is in Arizona, Form 1099-S must be filed to Arizona.

How to File Form 1099-S to Arizona

The Arizona Department of Revenue (ADOR) maintains a website that permits a user to file Form 1099-S electronically. The web address for electronic filing is <https://efile.aztaxes.gov/AZFSETPortal>.

NOTE ON SPECIAL USE BY A REGISTERED USER: The landing page states that AZ Web File (AZFSET) is available for “Payroll Service Providers” and for filing and paying “Employer Withholding.” Despite the landing page heading, a person that must file federal Form 1099-S will register through this portal because federal 1099 forms are filed through the portal ***even if the user is not a payroll service provider.***

A person that must file Form 1099-S will complete registration and filing through the following steps:

Step	Description
1	Complete the Payroll Service Company Registration found at https://efile.aztaxes.gov/AZFSETPortal/Account/Register . Select Web Upload or Transmitter, whichever applies.
2	Receive the ADOR confirmation email, complete and return the signature card.
3	Receive a second email confirmation from ADOR that enables a user to generate a valid password. Be sure to check spam for agency email. Add ADOR to email contacts to ensure receipt of future emails.
4	Complete registration by creating a valid password.
5	Click “Home” on the left-side menu of the “Registration Complete” screen.
6	<i>Logon to AZFSET (follow steps specific to user type)</i>
	<p>a. Web Upload User –</p> <ul style="list-style-type: none"> i. Under W2 and 1099?, select “Click Here”. ii. Log on with username and password on the “AZFSET User Login” screen. iii. Click “Continue” on the “Welcome to Web Upload” screen. iv. Choose Form 1099-S from drop-down menu and upload each applicable federal Form. A user will be required to navigate through two subsequent system validations to ensure that file upload was successful and complete. <p>b. Transmitter –</p> <ul style="list-style-type: none"> i. Log on with username and password on AZ Web File Welcome screen. ii. In the left menu, click “Resources” to access the WSDL that will be used for transmissions.

For additional information, refer to the supplementary documentation entitled Preparer User Guide under “Resources” at <https://efile.aztaxes.gov/AZFSETPortal>.