

You can add a region such as Flagstaff to your license on line @ www.AZTaxes.gov by following these steps:

To add a region, such as a city click the tutorial button for “Add A Location”, see: <https://www.azdor.gov/tutorials/index.html> when you get to the part that tells you to click the “Add a Location” button, **DON’T!** Instead

- **Click “Edit”** for the location you want to add your region/city to.
- Enter the date you want to change to take effect
- **Click “Continue”**
- **Click** the arrow for drop down menu for *“Select a Region”*
- Either **type** the city/region or **scroll** to the city/region you are adding
- Using the *“Add” & “Remove”* buttons in the middle, ensure the applicable (County) & (City) Business Codes in the lower right box are correct for your Business Activity
- When finished **click “Save And Continue”** button

This will bring you back to your location list, if additional locations need additions, repeat the above steps

Or

You can complete and submit the [Business Account update form](#)