



City of Phoenix
Finance Department
Tax Division

Email Update Form

In order for a business to sign-up for e-Services, an email address must be associated with its Phoenix tax license(s) or permit(s).

The completion of this form by the owner or principal of the business on record with Phoenix will allow the City to link an email address to your account(s) and allow you to sign up for e-Services. The City is unable to process a form signed by an individual that is not on record with Phoenix for the account(s) listed below.

Please email the completed form to etax@phoenix.gov or fax it to (602) 732-2769. Allow 3 to 5 business days for the change to reflect on your account.

Once processed, we will notify you by email with login instructions. If we are unable to process this form, we will attempt to contact you by email in order to explain the error(s).

Mark One:	
<input type="checkbox"/>	This is the first time this account is being registered for eTax.
<input type="checkbox"/>	Update the email address for these accounts. I would like to attach these accounts to my existing User ID. I understand that this form must be signed by the owner or principal of the business on record with Phoenix for each of these accounts.
<input type="checkbox"/>	Remove the existing User ID from this account. I am registering a new email address for this account.
Account #: (Please list all applicable license numbers.)	
Business Name:	
Primary Email Address:	

The information provided on this form is true and complete to the best of my knowledge and I am listed on the City account as an authorized owner or principal of the above-named business to complete this form. By entering an email address on this form, I acknowledge that the business may receive infrequent emails from the city of Phoenix regarding its account(s), as well as notices about services that may affect doing business with the City.

Please see the city of Phoenix privacy statement at www.phoenix.gov/ESERVICES/privacy.html for more details on email address usage.

Signature (REQUIRED) _____ **Title** _____

Printed Name _____ **Date** _____

Phone Number _____