



City of Glendale  
 5850 W. Glendale Ave.  
 Glendale, AZ 85301  
[www.glendaleaz.com/taxandlicense](http://www.glendaleaz.com/taxandlicense)

## FILING FREQUENCY CHANGE REQUEST

**Account #**

This form is to be used to request a change of filing frequency on an account. You must have a minimum of six (6) months reporting history before you can report on a quarterly or annual basis. Please complete all requested information. Failure to complete this information may result in a denial of your request.

Based on the requirements of Section 21.1-530(b) of the Glendale City Code, I wish to change my filing status to the frequency indicated below (check one):

<u>Filing Frequency</u>		<u>Net Taxable Income</u>
<input type="checkbox"/> Annual		\$0.00 to \$5,000.00
<input type="checkbox"/> Quarterly		\$5,000.01 to \$49,999.99
<input type="checkbox"/> Monthly		\$50,000.00 and above

I understand the change in filing frequency will not be allowed until notified in writing by the City of the approved request.

\_\_\_\_\_  
 Signature of Owner, Officer, Partner or Statutory Agent

\_\_\_\_\_  
 Date

**NOTE:** It is the taxpayer's responsibility to notify the Tax Collector and increase his reporting frequency (to quarterly or monthly as applicable) when his taxable income exceeds the maximum limits for his current reporting frequency. Failure to do so may be deemed negligence or evasion, and penalties may apply. Failure to file returns timely, without good cause shown to the satisfaction of the Tax Collector, is sufficient cause for the Tax Collector to deny future filings by the taxpayer on a quarterly or annual basis.

**FOR ASSISTANCE, CALL:** City of Glendale (623) 930-3190, Fax (623) 930-2186 or visit our website at [www.glendaleaz.com/taxandlicense](http://www.glendaleaz.com/taxandlicense)

