AHCCCS CONTRACTOR TAX PAYMENT

QUICK REFERENCE GUIDE – UPDATED 12/2/2015

This document is for the exclusive use of Arizona State Government agencies.

An interagency transaction requires two separate documents -- an "**ITI**" (Internal Transaction Initiator) and an "**ITA**" (Internal Transaction Agreement).

STEP 1: Send to the Insurance Tax Section Manager (Susan Yepez: syepez@azinsurance.gov) an e-mail containing an attachment of your completed tax report and any other attachment you would like included in the finalized AFIS accounting transaction. EXCLUDE from the PDF any information that is confidential or sensitive because the documents will, later in the process, be attached to the AFIS accounting transaction.

The Arizona Department of Insurance ("ADOI") will create an ITI transaction, attaching your file attachments to the ITI (so the Department will have access to those documents). ADOI will copy the ITI document forward to an ITA document, re-attaching your file attachments to the ITA document, and entering your agency code on the ITA transaction so you can access and complete it. The Department of Insurance will send you an e-mail when the ITA transaction is available for you to process.

STEP 2: Finalize the transaction. The ITA transaction will appear in your document catalog in "Draft" status, allowing you to enter your side of the transaction and approve the transaction.

STEP 3: Send an e-mail to the Insurance Tax Section Manager (Susan Yepez: syepez@azinsurance.gov) to notify us that the transaction has been finalized. We will verify that revenue arising from the ITA has been credited to the appropriate AFIS chart of accounts elements.

> ***IMPORTANT!*** *You must make sure you have and maintain adequate unobligated funds until you see that your tax payment has processed. Delinquent payments may subject your agency to a civil penalty and interest pursuant to ARS § 20-225.*

QUESTIONS?
Contact Susan Yepez
- By email at syepez@azinsurance.gov
- By phone at (602) 364-2713