



Taxpayer Agent Bulk Filing

Arizona State Board of
Equalization


Bulk Filing

A way to create multiple Appeals with their associated Parcels. There is a maximum of 1,000 Appeals and 1,000 total Parcels in a file for a bulk upload.

Bulk File Appeals

To Bulk Load Appeals:

- 1 Create a file with each appeal on a separate line
- 2 Navigate to your Experience Site and click 'More'
- 3 Click 'Bulk File Appeals'
- 4 Populate the fields
- 5 Click 'Next'

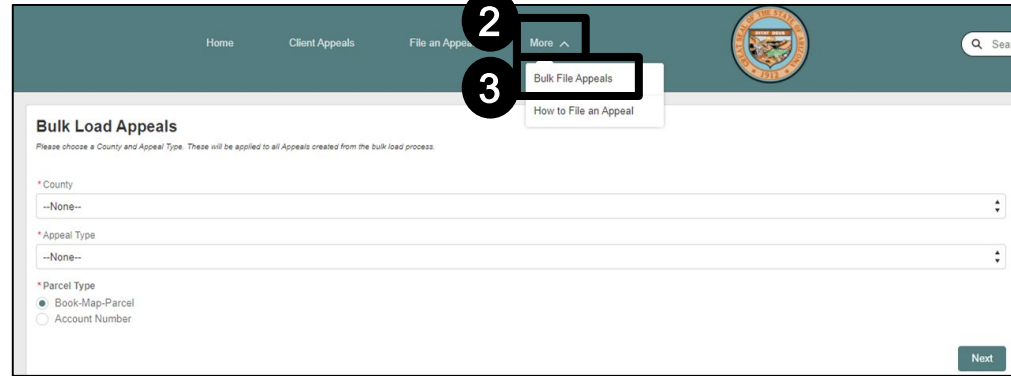
 **Note:** These appeals are considered Bulk Filed instead of E-filed

1

```
1 XYZ120001,  
2 XYZ120002,  
3 XYZ120003,  
4 XYZ120004,  
5 XYZ120005,  
6 XYZ120006,  
7 XYZ120007,  
8 XYZ120008,  
9 XYZ120009,  
10 XYZ120010,
```



Pro tip: Each line above is one Appeal with one Parcel



Home Client Appeals File an Appeal More

2 More

3 Bulk File Appeals

How to File an Appeal

Bulk Load Appeals

Please choose a County and Appeal Type. These will be applied to all Appeals created from the bulk load process.

* County
--None--

* Appeal Type
--None--

* Parcel Type
 Book-Map-Parcel
 Account Number

Next



Bulk Load Appeals

Please choose a County and Appeal Type. These will be applied to all Appeals created from the bulk load process.

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County
Giracopa

Appeal Type
62130 - Petition for Review of Real Property Valuation

Parcel Type
 Book-Map-Parcel
 Account Number

5 Next

Bulk File Appeals

To Bulk Load Appeals:

- 6 Select 'Upload Files'
- 7 Click 'Done'
- 8 Click 'Next'
- 9 Click 'Next'



Note: The confirmation email will display both Success and Failed records.

Bulk Load Appeals

Please upload a file containing the parcels from which to create appeals.

County: 7 - MARICOPA Appeal Type: 82130 Tax Year: 2022 Bulk Load Status: Initiated

6
 Or drop files

Upload Files

Test-Bulk_Load-2-Single.csv
22 B

7

1 of 1 file uploaded

8

Bulk Load Appeals

Please review and choose Next to initiate the process to create the bulk loaded appeals. The process will executed in the background and you will be notified via email of the results.

County: 7 - MARICOPA Appeal Type: 82130 Tax Year: 2022

Total Appeals To Be Created: 2

Total Parcels To Be Created: 2

9

Taxpayer Name: Test Petitioner
Account Name: XYZ Petitioner Agency
Bulk Load Number: BLD-80
Appeal Type: 82130 - Notice of Valuation Real Prop

The following parcels were included in a bulk upload attempt with the Arizona State Board of Equalization. Both successful and unsuccessful parcels are listed below.

Any unsuccessful parcels should be reviewed by the taxpayer agent and should take the necessary steps to ensure that they are filed in another manner with the SBOE.

Those parcels that were successfully processed through bulk upload are currently in an "initiated" status and are accessible through the SBOE appeals application to complete the submission.

The next step to complete your submission includes uploading all required petition documents finalized with submitting the appeal to the SBOE for review/audit.

The SBOE will then review each appeal to ensure that the appeal has been perfected. A perfected appeal has been timely and properly filed which includes that all required documents (i.e. Original petition, Assessor's Decision, Agent Authorization, etc) have been uploaded to the appeal prior to the SBOE review.

At the time of the review if the SBOE has determined that the appeal is not perfected then the appeal will be rejected and the taxpayer agent will be required to start the submission process from the beginning and any filing deadlines would still apply.

Once the appeal has been submitted to the SBOE for review you can no longer edit/upload any documents to the appeal.

Records Successful Upload - 3

Rec No	Appeal Name	Parcel	County	Owner Name	Owner City/State
1	ABC-22-1988 - 10 - PIMA - 2022	ABC-22-1988	10	The Owner Name	The Owner City, AZ
2	ABC-22-1989 - 10 - PIMA - 2022	ABC-22-1989	10	The Owner Name	The Owner City, AZ

Records Failed Upload - 0
There were no failed records in the Batch!

If you have any questions regarding your bulk upload or the appeal submission process, please contact the State Board of Equalization.

Backup

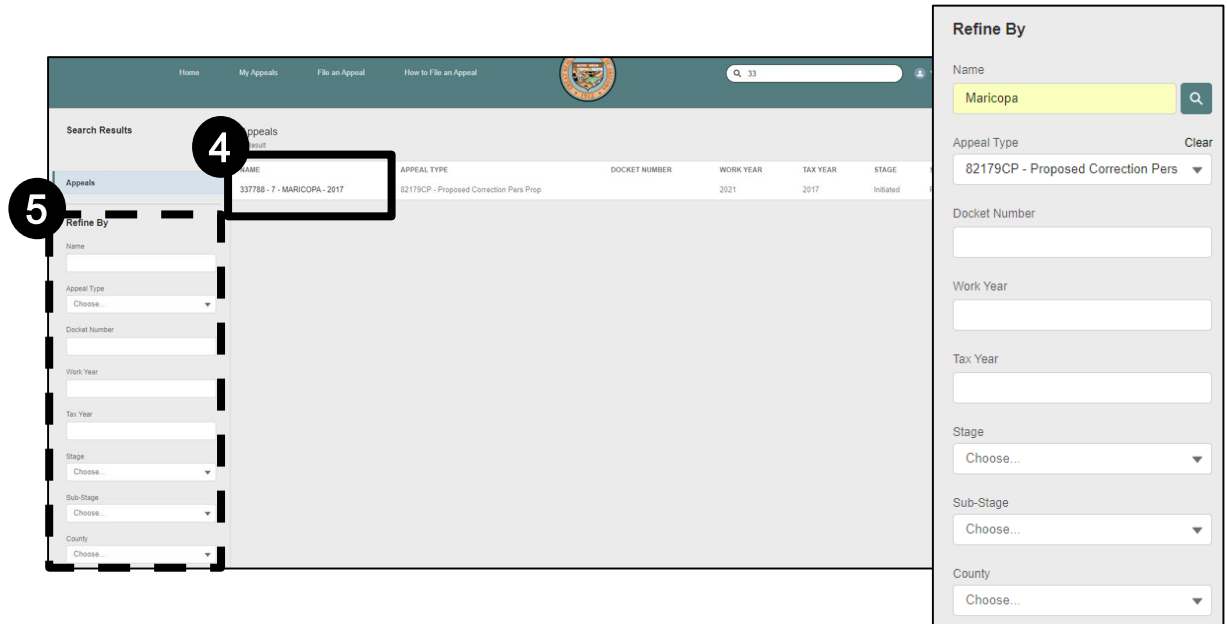
Search the Experience Site

To search the Portal:

- 1 Click 'Search Appeals'
 - 2 Type in Search term
 - 3 Hit the 'Enter' key or select the magnifying glass
 - 4 Select the Result
- OR
- 5 Refine your search



Note: Your search term must have at least 2 characters.



Appeal Stages & SubStages

My Appeals 26 items • Sorted by Created Date • Filtered by All appeals

Name	Appeal Type	Appeal ...	SBOE Date Received	Docket ...	Parcel ...	Stage	Sub-Stage	Created By	Created Date	Petition...
1 876-76-876 - 7 - MARICOPA - 2018	82179C-1 - Notice of Claim Real Prop	E-filed			2	Initiated	Pending Submission	Yvonne Owner Test 2	7/24/2021, 11:17 AM	

Stage	Sub-Stage
Initiated	<i>Pending Submission Returned to Petitioner</i>
In Review	
Scheduling	
Hearing	<i>Scheduled Rescheduled Continued</i>
Closed	<i>Appeal Completed Rejected Withdrawn (Initiated) Withdrawn (In Review) Withdrawn (Scheduling) Withdrawn (Hearing)</i>