



62000

# Instructions for the TC-62M Return

Form TC-62M and Schedules A, AG, B, BG, and X are for filing periods beginning on or after Jan 1, 2008. Schedules are sent with the TC-62M based on your filing history.

You may use either your 14-character Utah sales and use tax license number or your 9-character SST number in the Account Number field.

**For general information see the Sales Tax Payment Coupon.**

## Line Instructions

- Line 1 Enter your total sales (cash, credit, installment, exempt, etc.) of all goods and services in Utah. Do not include sales tax collected as part of the total sales. Total sales cannot be a negative amount.
- Line 2 Enter the total amount of exempt sales included in line 1. Do not report details of exempt sales with this return, but retain evidence to support all exempt sales claimed. See Utah Code §59-12-104 and Publication 25 for detailed exemption information. The amount on this line cannot be greater than the amount on line 1.
- Line 4 Enter the amount paid for items purchased tax-free that were not resold but were used by you (e.g. office supplies, office or shop equipment, or computer hardware and software). This cannot be a negative amount.
- Line 6 Enter any adjustments for sales or purchases reported in previous periods, such as bad debts, returned goods or cash discounts allowed, or excess tax collected. All adjustments should be reported as taxable amounts and can be either negative or positive numbers. Attach a worksheet explaining each adjustment. If a negative adjustment results in a negative amount on line 7 and you are requesting a refund, submit supporting information, including reason for refund, filing periods and specific line items from schedules that are being adjusted.

- Line 7 Calculate the net taxable sales and purchases. **This amount must equal the sum of all taxable sales from column 3 on Schedules A, AG, B, BG and X**, if these schedules are required.
- Line 8a Report total tax on this line for all non-food and prepared-food sales. Bring forward to this line the sum of all tax calculated in column 5 on Schedules A, B and X.
- Line 8b Report total tax on this line for grocery food. Grocery food does not include alcoholic beverages, tobacco or prepared food. Bring forward to this line the sum of all tax calculated in column 5 on Schedules AG and BG.
- Line 10 Determine any credit for sales of electricity, heat, gas, coal, fuel oil and other fuels sold for residential use by multiplying the amount of these sales included on line 7 by .0270. This cannot be a negative amount. Only retailers making sales of fuel for residential use may claim this credit.
- Line 12 Monthly filers: Compute the seller discount by multiplying the amount on line 11 by .0131. Only sellers that remit sales taxes on a monthly basis qualify for the seller discount. The Tax Commission must authorize a monthly filing status. Monthly filers required to pay by EFT (Electronic Funds Transfer) who pay by some other method are not eligible for the seller discount.
- Line 13 Determine the additional seller discount for sales of grocery food by multiplying the amount on line 8b by .0127. Only retailers making sales of food and food ingredients who file monthly may claim this credit.

---

If you need an accommodation under the Americans with Disabilities Act, contact the Tax Commission at 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.