

# ACH Debit Request Excel Instructions

Use this spreadsheet to request an ACH debit transfer (the Tax Commission withdraws funds directly from your checking or savings account on your authorization). Complete the entire form and keep supporting documentation in case of audit.

**Note:** This is the only approved template to make your request.

Use [these resources](#) if you need further assistance.

## General Template Instructions

Follow these steps to complete and submit your form:

1. [Complete and save your request.](#)
2. Go to [Taxpayer Access Point \(TAP\)](#).
3. [Upload your file.](#)

This spreadsheet has the following tabs:

- *Template Instructions*
- *ACH Debit Payments form*

### Important

- Don't copy or alter cells or their formatting.
- Don't leave blank lines in the spreadsheet. It will cause errors.
- Dropdown menus have been provided where possible.

### Saving your File

Save as an .xls file and remember the name to upload.

# Line-by-Line Instructions

Enter the following column information:

- Column A This field will auto populate.
- Column B Your 9-digit FEIN or SSN (with or without dashes).
- Column C Choose *FEIN* or *SSN* for the ID type you entered in Column B.
- Column D Last day of the filing period. Cells will format for you.
- Column E Payment amount. Enter numbers and decimals. **Don't** enter commas or symbols (\$).
- Column F This field will auto populate.
- Column G Date you want your payment processed. Cells will format for you.  
**Note:** The date must be between today's date and 130 days in the future.
- Column H Your 14-character Withholding account number ending in WTH or WMP (with or without dashes).
- Column I Payer's full name.
- Column J Bank account number of funds to be withdrawn (no dashes or spaces).
- Column K The 9-digit bank routing number.
- Column L Choose *C* (Checking) or *S* (Savings) for bank account type in Column J.

**Note:** If you create your own template, you must use the formatting shown on our template instructions, start your data on line 3, and rename your sheet tab as Payments.

## References/Resources

- [Publication 14, Utah Withholding Tax Guide](#)

**Returns and Schedules:** You may be penalized if you do not file the correct forms and schedules. See [tax.utah.gov/withholding/information](http://tax.utah.gov/withholding/information) for the forms you must file.

**Information Updates:** Contact the Tax Commission immediately if account information changes. Submit changes on the following forms:

**TC-69, Utah State Business and Tax Registration** — open a new business or change ownership

**TC-69C, Notice of Change for a Tax Account** — change address, close an outlet or account, and add or remove an officer or owner

**Taxpayer Resources:** The Tax Commission offers online workshops to help taxpayers understand Utah taxes. Visit [tax.utah.gov/training](http://tax.utah.gov/training) for a list of all training resources. If you need more information

or access to online services, forms or publications, visit the Tax Commission's home page at **tax.utah.gov**.

You may also write or visit the Utah State Tax Commission at 210 North 1950 West, Salt Lake City, UT 84134-0400, or phone 801-297-2200 (1-800-662-4335 outside the Salt Lake area). You can email questions to **taxmaster@utah.gov**.

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For accommodations 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.