

TC-116 Excel Refund Application Instructions

Use this spreadsheet to request a refund of taxes or fees you paid. You must complete the entire application and keep documentation to support your refund request. All refunds are subject to audit.

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

General Instructions

Follow these steps to complete and submit your application:

1. [Complete schedule first.](#)
2. [Complete your refund request.](#)
3. Press [Edit/Calculate button](#) to check for errors.
4. [Correct any errors.](#)
5. Save your refund request.
6. Go to [Taxpayer Access Point \(TAP\)](#).
7. [Upload your file.](#)

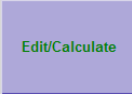
This spreadsheet has the following tabs:

- *Refund Application (TC-116)*
 - Complete this after your schedules.
- *General Schedule (TC-116A)*
 - Complete this first.
- *Errors*
 - You must check and correct file errors before submitting your file.

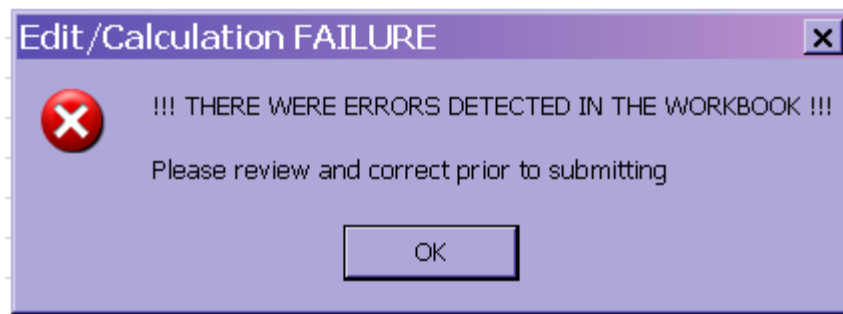
Important

- *Complete your schedules before the return.*
- Enter information in the **Blue** fields.
 - **White** fields will populate from schedule data.
 - **Yellow** fields will automatically calculate.
- Don't leave blank lines in the spreadsheet. It will cause errors.
- Round to the nearest whole gallons and dollars.
- Dropdown menus have been provided where possible.
- Different lines may have different reporting frequencies. Filing period must be complete calendar months, quarters, or year.

Edit/Calculate Button



Press this button to calculate your forms and check for errors. If you have any, you will see the following pop up:



Fixing Errors

Put your cursor on the error line you want to fix and click the Go To Error button.

Go To Error

You will be taken to the error. Fix the information and press the Edit/Calculate button. Follow this procedure until you stop getting error messages.

Note: Files with errors will not upload.

Saving your File

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

Uploading your File

1. Go to tap.tax.utah.gov/UT_xwTaphom.aspx and click the Fuel Tax Refund (TC-116) link.

TAP Login | TAP FAQs | TAP Demo | P&I Calculator | Contact Us

Welcome to Taxpayer Access Point!

Taxpayer Access Point (TAP) lets you manage your tax accounts online

You can access the following tax types:

- Individual Income Tax
- IRP
- IFTA
- Special Fuel Users

[Log In](#)

[Where's My Individual Income Tax Refund?](#)

[First time filing Utah income tax](#)

[First time paying Utah income tax](#)

[Fuel Tax Return \(TC-109\)](#)

[Fuel Tax Refund \(TC-116\)](#)

2. Select the **Import from Excel File** link:

Taxpayer Access Point Calculate Cancel

Fuel Tax Return (TC-116)

Important! Don't use your browser's back (←) and forward (→) buttons in TAP. To move to another screen, use **Previous**, **Next**, **Continue** or **Cancel**.

Click **Import from Excel File** and then **Next** to import your Excel File. See [Fuel Tax website](#).

Note: Be sure to save your refund application as an **.xls** file.

FUEL TAX REFUND TC-116

Period: 31-Dec-2009

[Import from Excel file](#)

*You must use the **Import from Excel** link to upload your file. When the **Import box** opens, enter your file name or click the **Browse** button to select your Excel return for the period you are filing. Click the **Import** button to continue.*

Next >

3. Enter the file name you want to upload. You can also browse for the correct file.

Taxpayer Access Point Calculate Cancel

Fuel Tax Return (TC-116)

Important! Don't use your browser's back (←) and forward (→) buttons in TAP. To move to another screen, use **Previous**, **Next**, **Continue** or **Cancel**.

Click **Import from Excel File** and then **Next** to import your Excel File. See [Fuel Tax website](#).

Note: Be sure to save your refund application as an **.xls** file.

FUEL TAX REFUND TC-116

Period: 31-Dec-2009

Hide

Import: Browse...

Import

*You must use the **Import from Excel** link to upload your file. When the **Import box** opens, enter your file name or click the **Browse** button to select your Excel return for the period you are filing. Click the **Import** button to continue.*

Next >

4. Click the **Import** button.

Taxpayer Access Point Calculate Cancel

Fuel Tax Return (TC-116)

Important! Don't use your browser's back (←) and forward (→) buttons in TAP. To move to another screen, use **Previous**, **Next**, **Continue** or **Cancel**.

Click **Import from Excel File** and then **Next** to import your Excel File. See [Fuel Tax website](#).

Note: Be sure to save your refund application as an **.xls** file.

FUEL TAX REFUND TC-116

Period: 31-Dec-2009

Hide

Import: C:\Documents and Settings\Txhem\My Documents\Work—In Pro Browse...

Import

*You must use the **Import from Excel** link to upload your file. When the **Import box** opens, enter your file name or click the **Browse** button to select your Excel return for the period you are filing. Click the **Import** button to continue.*

Next >

5. Your file is now uploaded. Verify your information and click **Next** to continue.

Taxpayer Access Point Calculate Cancel

Fuel Tax Return (TC-116)

Important! Don't use your browser's back (←) and forward (→) buttons in TAP. To move to another screen, use **Previous, Next, Continue** or **Cancel**.

Click **Import from Excel File** and then **Next** to import your Excel File. See [Fuel Tax website](#).

Note: Be sure to save your refund application as an **.xls file**.

FUEL TAX REFUND TC-116

Period: 31-Dec-2009

[Import from Excel file](#)

*Verify your information and press **Next***

Federal Identification Number	<input type="text" value="444444444"/>
Period Begin Date	<input type="text" value="31-Aug-2010"/>
Period End Date	<input type="text" value="31-Aug-2010"/>
ID Type	<input type="text" value="FEIN"/>
Refund Requested Amount	<input type="text" value="2,450.00"/>

Next >

6. Read the declaration and check the box to accept. This acts as your electronic signature.

Taxpayer Access Point Calculate Cancel

Fuel Tax Return (TC-116)

Important! Don't use your browser's back (←) and forward (→) buttons in TAP. To move to another screen, use **Previous, Next, Continue** or **Cancel**.

Check the electronic signature box and click **Next** to continue.

FUEL TAX REFUND TC-116

Period: 31-Dec-2009

[Import from Excel file](#)

I declare under penalties of perjury, the information on this return is true, correct, and complete to the best of my knowledge and belief. Required

< Previous Next >

7. Click **Next** to continue.

Taxpayer Access Point

Calculate Cancel

Fuel Tax Return (TC-116)

Important! Don't use your browser's back (←) and forward (→) buttons in TAP. To move to another screen, use **Previous, Next, Continue** or **Cancel**.

Check the electronic signature box and click **Next** to continue.

FUEL TAX REFUND TC-116

Period: 31-Dec-2009

[Import from Excel file](#)

I declare under penalties of perjury, the information on this return is true, correct, and complete to the best of my knowledge and belief. Required

< Previous Next >

8. Check your information and click **Yes** to complete your upload.

Taxpayer Access Point

Fuel Tax Return (TC-116)

Are you sure you want to submit this request?

Yes No

FUEL TAX REFUND TC-116

Period: 31-Dec-2009

*Verify your information and press **Next***

Federal Identification Number	44444444
Period Begin Date	31-Aug-2010
Period End Date	31-Aug-2010
ID Type	FEIN
Refund Requested Amount	2,450.00

< Previous

Click **Yes** to continue

If you need to make changes:

1. Click **No**.
2. Click **Cancel**.
3. Correct and save your Excel spreadsheet*
4. Re-import your file.

*Remember to save your refund application as an .xls file.

9. You have successfully uploaded your file. Your confirmation will appear. Print this page or record your confirmation number.

 **Taxpayer Access Point**

TAP Confirmation

Thank you for using TAP.

Your return has been submitted. Your confirmation number is **1-030-871-040**.

Do **NOT** send a paper copy of your return.

To pay your tax go to taxexpress.utah.gov.

For TAP questions or help, please use these contacts:
IFTA, IRP and SFU - MCTAP@utah.gov or 801-297-6800
Individual Income and Business Taxes - TAPSupport@utah.gov or 801-297-3996

TC-116A Schedule Instructions

Enter the following information for each purchase made during the reporting period:

- Column 1 Purchase date in mmddyyyy format.
- Column 2 Invoice number.
- Column 3 Manifest number. **Note: Government agencies must enter the city where fuel was bought in this column.**
- Column 4 Origin state or province where product was bought. (Use state or province abbreviation.)
- Column 5 Destination state or province where product was delivered. (Use state or province abbreviation.) Used for lines 2 and 18 only.
- Column 6 **Schedules 2A, 2B, and 2C only**—Utah Environmental Assurance Fee facility or terminal number. Only report terminal number for schedule 2A.
- Column 7 **Required for Aviation fuel only (product 130)**—Airport code. See tax.utah.gov/fuel.
- Column 8 Supplier's name.
- Column 9 Number of tax-paid gallons.

TC-116 Fuels Tax Refund Application

Note: You must fill out Contact/Return information to complete your form.

Excise Tax

Line 1. Total tax paid gallons bought by a government entity. Government entities using a Utah Fleet Services Gascard should contact Utah Fleet Services regarding refunds instead of using this application.

These may be filed up to once per quarter and must begin and end on a calendar quarter. For example:

- Acceptable – 1/1/10 through 6/3/10
- Not acceptable – 1/25-10 through 5/31/10

Note: Government entities using a Utah Fleet Services gas card should contact Utah Fleet Services regarding refunds instead of using this application.

Line 2. Total tax-paid undyed diesel gallons exported from Utah. You must file the return within 180 days of the export date. Monthly filing.

Line 3. Total tax-paid gallons bought by members of the Ute Indian tribe on the Uintah and Ouray reservations located in the Vernal/Roosevelt area. Gallons reported here must be after apportionment calculation. Monthly filing.

Line 4. *Non-profit agricultural entities engaged in commercial farming activities only.* Total tax-paid gallons. Yearly filing.

Line 5. Eligible gallons of fuel lost or destroyed by fire, flood, storm, crime or accident. You must file the return within 90 days of the incident.

Eligible gallons means:

- gallons not covered by insurance for fuel tax paid
- lost in a single incident
 - 8,000 gallons or more for motor and aviation fuel
 - 7,000 gallons or more for CNG and undyed diesel

Line 6. Total gallons discharged in bankruptcy (must be 4,500 gallons or more per load). You must file the return within 90 days of the bankruptcy discharge.

Line 7. Tax-paid gallons returned to refinery for re-refining. You must file the return within 90 days of the date returned to the refinery.

Line 8. These fields will add lines 1-7 for each column (A-D). Aviation fuel claimed on lines 1 through 7 must equal Aviation fuel reported on lines 9 through 14.

Line 9. Gallons of aviation fuel paid at 2.5 cents.

- Line 10. This field will multiply line 9 by .025.
- Line 11. Gallons of aviation fuel paid at 4 cents.
- Line 12. This field will multiply line 11 by .04.
- Line 13. Gallons of aviation fuel paid at 9 cents.
- Line 14. This field will multiply line 13 by .09.
- Line 15. These rates are prepopulated.
- Line 16. These fields will calculate (Column C will add lines 10, 12, and 14. All other columns will multiply line 8 by line 15.
- Line 17. This field will add all columns on line 16.

Environmental Assurance Fee (Monthly Filing)

- Line 18. Utah environmental assurance fee paid gallons exported from Utah. This only applies to first-purchase exports that were not stored in a participating tank.
- Line 19. Total Utah environmental assurance fee paid gallons placed in nonparticipating tanks by final user.
- Line 20. Total Utah environmental assurance fee paid gallons for repackaged oil that were not stored in a participating tank.
- Line 21. This field will add lines 18-20.
- Line 22. This rate is prepopulated.
- Line 23. This field will multiply line 21 by line 22.

Navajo Nation Refund (Monthly Filing)

You must keep a copy of your Navajo Distributor Tax Return, form 900 in your records.

- Line 24. Total taxable gallons reported to the Navajo Nation., excluding dyed diesel.
- Line 25. Gallons delivered to non-Utah portion of the Navajo Nation.
- Line 26. Gallons delivered to Utah portion of the Navajo Nation. Subtract line 25 from line 24. Total on this line should match total gallons on TC-116A, Schedule type 3A.

- Line 27. If you claimed a credit on your Navajo Distributor Tax Return (form 900), this field will multiply line 26 by .005.
- Line 28. This field will subtract line 27 from line 26.
- Line 29. This rate is prepopulated.
- Line 30. This field will multiply line 30 by line 31.
- Line 31. Total Navajo Nation (sum of line 30, columns A and B).
- Line 32. This field will add lines 17, 23, and 31.

References/Resources

- Utah Code §59-13 and §19-6-410.5
- Administrative Rules R865-4D, R865-7H and R865-13G
- Publication 66, *Fuel Tax General Information*

Returns and Schedules: Schedules are required for all fuel tax forms. You may be penalized if you do not file the correct forms and schedules. See tax.utah.gov/fuel for the forms and schedules 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, change ownership
- **TC-69C**, *Notice of Change for a Tax Account* — change address, close an outlet or account, 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 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.

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.

