

# TC-420, Self Insurer's Tax Return Excel Instructions

Use this spreadsheet to report your Self Insurer's tax. Complete the entire form and keep supporting documentation in case of audit.

**Note:** This is the only approved TC-420 template for uploading your data.

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

## General Template Instructions

Follow these steps to complete and submit your return:

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

This spreadsheet has the following tabs:

- *Instructions*
- *TC-420*
- *TC-420, Schedule A*

### Important

- Fields are shaded as follows:
  - **Yellow** require an entry.
  - **Green** is optional.
  - **White** will automatically calculate.
- 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.

**Note:** If you create your own template, you must use the formatting shown on the template instructions, start your data on line 21, and rename your sheet tab as TC-420 Schedule A.

### Saving your File

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

# Line-by-Line Instructions

## Main Return

Enter the following information:

- Line 1 This line will calculate for you.
- Line 2 Amount of your qualified cash donation to the Rocky Mountain Center for Occupational & Environmental Health (lesser of the total donation or .10 percent of the premium assessment).  
  
Keep a copy of your receipt.
- Line 3 This line will calculate for you.
- Line 4 Refund applied from the previous year.
- Line 5 Required quarterly prepayment(s).
- Line 6 This line will calculate for you.
- Line 7 Enter the amount of tax you paid with the original return and all subsequent payments made before filing this amended return minus any previous refunds.
- Line 8 This line will calculate for you.
- Line 9 This line will calculate for you.
- Line 10 This line will calculate for you.
- Note: Allow 90 days for refunds.

## Schedule A Instructions

Enter the following information. Lines 3, 5, and Column G will calculate and transfer to the summary page.

- Line 2 Your experience modifier rate from your annual Workers' Compensation Experience Rating certification. Use the rate in effect on January 1 of the current year.  
  
**Note:** If you don't have a certificate, the rating is 2.
- Line 4 Your safety factor based on the experience modifier listed below:
- |                |            |
|----------------|------------|
| Less than 0.91 | Enter 0.56 |
| Less than 1.01 | Enter 0.78 |

Less than 1.11            Enter 1.00  
Less than 1.21            Enter 1.22  
Greater than 1.20        Enter 1.44

Column A	NCCI class <b>number</b> from your annual Workers' Compensation Experience Rating certification.
Column B	NCCI class <b>name</b> from your annual Workers' Compensation Experience Rating certification.
Column C	All taxable payroll.
Column D	Payroll of designated directors or officers residing in Utah (if declared).  Unless otherwise stated, use the current return's supporting deduction schedule listing individual officers, titles and excluded amounts as the basis for the next year's excluded officers declaration.
Column E	Net payroll.
Column F	See TC-420C, <i>Self Insurer's Classification Codes and Tax Rates</i> for your tax rate. Call the Tax Commission 801-297-2200 or 1-800-662-4335 for classifications not listed.

## References/Resources

- [TC-420C, Self Insurer's Classification Codes & Tax Rates](#)
- [Publication 58, Utah Interest and Penalties](#)

**Returns and Schedules:** You may be penalized if you do not file the correct forms and schedules. See <http://tax.utah.gov/billing/penalties-interest> for details.

**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](http://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](mailto: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.