

TC-557, Cigarette and Tobacco PACT Act Monthly Report Excel Instructions

Use this template to report each tobacco type you sold in Utah this month. You must complete the entire report and schedule. Keep supporting documentation in case of audit.

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

General Template Instructions

Follow these steps to complete and submit your application:

1. [Complete the Sales into Utah schedule first.](#)
2. [Complete your report.](#)
3. Save your report as an xls file.
4. Go to [Taxpayer Access Point \(TAP\)](#).
5. Upload your file.

This template has the following tabs:

- *Instructions*
- *TC-557 Report*
 - Complete this after your schedule.
- *Sales into Utah Schedule*
 - Complete this first.

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 between entries in the template. It will cause errors.
- Round to the nearest whole numbers and dollars.
- Dropdown menus have been provided where possible.

Saving your File

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

TC-557 Cigarette and Tobacco PACT Act Monthly Report Line-by-Line Instructions

The PACT Act requires Internet and other mail-order sellers to:

- Pay applicable tobacco taxes and affix any related tax stamps before delivering cigarettes or other tobacco products
- Register with Utah form TC-69, *Utah State Business and Tax Registration*, at tax.utah.gov
- Report monthly on form TC-557.

Reporting

Enter the following information for each tobacco type you sold in Utah during the month.

| | |
|-------------|-------------------------------------|
| Column 1 | Invoice date |
| Column 2 | Invoice number |
| Columns 3-6 | Your business information |
| Column 7 | Product type you sold |
| Column 8 | Product brand |
| Column 9 | Packs, sticks, units or ounces sold |

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

References/Resources

- [Publication 51, *Utah Approved Tobacco Manufacturers and Cigarette/RYO Brands*](#)
- [Publication 65, *Tax Information for Retailers, Distributors and Stampers of Cigarettes and Tobacco Products*](#)

Returns and Schedules: You may be penalized if you do not file the correct forms and schedules. See tax.utah.gov/tobacco/information 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 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 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.