

TC-562 Quarterly Report of Cigarette/RYO Products Excel Instructions

Use this template to report the cigarettes and RYO you sold in Utah. You must complete the entire report and schedules. 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 schedules first.](#)
2. [Complete your report.](#)
3. Save your report as an xls file.
4. Go to [Taxpayer Access Point \(TAP\)](#).
5. Upload 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 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.

This template has the following tabs:

- *Template Instructions*
- *TC-562 Report*
 - Complete this last.
- *Schedule A, NPM Products Sold*
 - Complete this first.
- *Schedule B, PM Products Sold*
 - Complete this second.
- *Schedule C, Imported Products Sold*
 - Complete this third.

TC-562, Schedule A Instructions

You must file Schedule A even if you have nothing to report. Check the box at the top of the schedule if you aren't reporting NPM products this quarter.

Line-by-Line Instructions

Columns 1-5	Enter manufacturer information.
Column 6-10	Enter your supplier information (source of the manufactured product).
Column 11	Enter the brand family.
Column 12	Choose cigarettes or RYO.
Column 13	Enter the number of packs sold. DO NOT report packs you bought with NPM stamps already affixed.
Column 14	Choose the number of cigarettes per pack.
Column 15	Enter the number of sticks or RYO ounces sold. DO NOT report RYO on which you bought and already paid tax.
Column 16	Column 15 converted to number of sticks.
Column 17	Total sticks you sold.
Columns 18-22	Enter buyer information.

Totals will automatically populate on Form TC-562.

TC-562, Schedule B Instructions

You must file Schedule B even if you have nothing to report. Check the appropriate box at the top of the schedule if you:

- Aren't reporting PM products this quarter
- Didn't affix stamps to products you sold
- Didn't pay the tobacco tax for products sold

Line-by-Line Instructions

Column 1	Enter the brand family.
Column 2	Choose cigarettes or RYO.
Column 3	Enter the number of packs sold. DO NOT report packs you bought already stamped.
Column 4	Choose the number of cigarettes per pack.

Column 5 Enter the number of sticks or RYO ounces sold. **DO NOT** report RYO on which you bought and already paid tax.

Column 6 Column 5 converted to number of sticks.

Column 17 Total sticks you sold.

Totals will automatically populate on Form TC-562.

TC-562, Schedule C

You must file Schedule C even if you have nothing to report. Check the box at the top of the schedule if you aren't reporting imported products this quarter.

Line-by-Line Instructions

Columns 1-5 Enter manufacturer information.

Column 6-10 Enter your supplier information (source of the manufactured product).

Column 11-15 Enter the importer information, including the import number and customer filer code/entry number. You must also keep copies of:

- Importer's federal permit
- Customers Form #7501 showing the federal tax information
- Manufacturer's signed statement showing they have complied with all federal cigarette labeling and advertising provisions regarding warning and added ingredients labeling

Column 16 Enter the brand family.

Column 17 Choose cigarettes or RYO.

Column 18 Enter the number of packs sold. **DO NOT** report packs you bought with NPM stamps already affixed.

Column 19 Choose the number of cigarettes per pack.

Column 20 Enter the number of sticks or RYO ounces sold. **DO NOT** report RYO on which you bought and already paid tax.

Column 21 Column 20 converted to number of sticks.

Column 22 Total sticks you sold.

Columns 23-27 Enter buyer information.

Totals will automatically populate on Form TC-562.

TC- 562 Line-by-Line Instructions

Cigarette/tobacco distributors and stampers licensed in Utah must report all cigarettes and RYO sold in Utah. Don't report other tobacco products such as pipe tobacco on this form. Keep report supporting documents for at least five years after the due date. See Utah Code §§59-14-212 and 606.

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

Information from Schedules A, B, and C will calculate and automatically populate your report.

References/Resources

- Utah Code §§59-14-212 and 606
- [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.