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General Instructions

Use this spreadsheet to report your Transient Room sales tax. Keep all supporting documentation in case of audit. Check [these resources](#) if you need more help.

Note: *This is the only approved template to upload your data.*

Follow these steps to complete and submit your return:

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

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.
- Microsoft Excel 2010 automatically saves files as .xlsx. You must save your file as .xls to upload.

Line-by-Line Instructions – Return

Enter your Contact and Report information on lines 3-5 of the return (tab TC-62T). Mark the **Amended** box on line 8 if you are filing an amended return.

The rest of return will auto populate based on your entries in the following schedule (tab TC-62T Transient Room).

Detail Tab

Column A	This field will auto populate the Taxing Jurisdiction based on your column B entry.
Column B	Enter your 5-digit County/City code.
Column C	Enter your Outlet number.
Column D	Enter your gross receipts amount.
Column E	Enter your tax rate for this locality.
Column F	This field will auto populate.

References/Resources

- [Publication 25, Sales and Use Tax General Information](#)
- [Publication 62, Sales Tax Information for Telecommunications Service Providers](#)

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