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9998 [REDACTED]

Name and address

Utah State Tax Commission
Utah Withholding Return
TC-941
Rev. 12/09

Check here to stop receiving paper forms
 Check here to close your account

Utah Account ID	
Federal EIN	
Tax Period (mmddyyyy)	
From	To
Due Date (mmddyyyy)	

Check if AMENDED
(replacement, not net difference)

- 1. Utah wages, compensation, and distributions for this period ● 1 _____
- 2. Federal income tax withheld this period for Utah employees ● 2 _____
- 3. Utah tax withheld this period ● 3 _____

Pay online at taxexpress.utah.gov, or use the TC-941PC (coupon) available at tax.utah.gov/forms.

Under penalties provided by law, I declare, to the best of my knowledge, this return is true and correct.

Signature X	Date	Phone
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YOU CAN SAVE MONEY!
See the instructions and learn about taxexpress.utah.gov!

● _____
USTC use only



YOU CAN SAVE MONEY

Save the cost of postage and a paper check.

File and Pay the Easy Way

File your returns and schedule payments using our Taxpayer Access Point (TAP) at taxexpress.utah.gov.

- File any time day or night.
- File early and schedule payments to be automatically made on the due date, with E-check (ACH Debit).
- Get immediate confirmation, no need for certified mail.

Use the following information to register and setup your online TAP account at taxexpress.utah.gov.

- Your Federal Employer Identification Number.
- Your Utah Withholding account number.
- Your PIN or the tax amount of the last Utah Withholding return you filed. (Contact the Utah State Tax Commission to get your PIN).

GENERAL INSTRUCTIONS

File and pay Utah payroll withholding or mineral production withholding tax electronically at taxexpress.utah.gov. The website also has workshops, FAQ's, mineral production withholding definitions, substitute form requirements, and other helpful resources. You may also use this form to report and pay.

Line Instructions for this Paper Form

- Line 1 Enter all Utah wages, compensation and distribution paid to employees or payments made to working interests, royalty interests, and overriding royalty owners during this period.
- Line 2 Enter the total amount of federal income tax withheld for any employee included in line 1.
- Line 3 Enter the amount of Utah tax withheld during this period on wages reported on line 1.

Amended Return, TC-941

Use a TC-941 to amend a previously filed return. Forms are available at tax.utah.gov/forms.

- Enter an "X" on the AMENDED line and include your Utah Account ID, Federal EIN, and the tax period you are amending.
- Enter the total corrected amounts, not the amount of the adjustment.
- If you owe additional tax, pay that amount plus interest from the original due date to the date amended. Unpaid balances will result in additional penalties and interest. See Pub 58, *Utah Interest and Penalties*.
- If you overpaid, you must include a letter explaining the amendment reason and stating if you want the refund sent to you or credited to a future period.

Note: If you amend a return after filing the annual reconciliation, you must also file an amended reconciliation, form TC-941R.

Paper Returns and Payments

If filing or paying by paper, make checks or money orders payable to the Utah State Tax Commission and mail with the original payment coupon to:

Utah State Tax Commission
210 N 1950 W
Salt Lake City, UT 84134-0100

Income Subject to Utah Withholding (see Pub 14, Utah Withholding Tax Guide)

Utah income tax should be withheld for:

- Wages paid to employees performing services in Utah (including professional athletes),
- Wages paid to Utah residents working outside Utah, Gross production payments to working interests, royalty interests, or overriding royalty owners for mineral production in Utah, and
- Payments reported on forms 1099, or as required under UC §59-10-405.

When to File and Pay

You must file a return every quarter even if there is no tax liability. Your Utah withholding tax license may be revoked if you fail to comply with filing and payment requirements.

Most withholding taxpayers file returns quarterly, but pay either monthly or quarterly based on the amount withheld.

- Monthly payers file their return each quarter, but pay withholding tax each month. Keep track of payments so the quarterly return is accurately reported.
- Quarterly payers file a return and pay withholding tax each quarter.

Quarterly returns are due by the last day of April, July, October, and January.

Annual filers file a return and pay withholding tax by January 31. You are an annual filer if:

- You had household employees and filed Form 1040, Schedule H with your federal individual income tax return, or
- The IRS requires you to file federal form 944, *Employer's Annual Federal Tax Return*.

Changes in Reporting Periods

The Tax Commission reviews accounts annually and will notify you if your payment frequency changes.

Account Changes

- Use TAP at taxexpress.utah.gov to manage your account, update addresses or close your account.
- You may also make changes using form TC-69C, *Notice of Change for a Tax Account* available at tax.utah.gov/forms or by calling 801-297-6700 or 1-800-662-4335 ext. 6700.