

TC-941, *Utah Withholding Return* Excel Instructions

Use this spreadsheet to report your withholding amounts for a quarter. Complete the entire form and keep supporting documentation in case of audit.

Note: This is the only approved TC-941 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:

- *Template Instructions*
- *TC-941*

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.

Saving your File

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

Line-by-Line Instructions

Enter the following information:

Column A	Last day of the filing period. Enter as mm/dd/yyyy.
Column B	Your 9-digit FEIN (with or without dashes).
Column C	Your 14-character Withholding account number ending in WTH or WMP (with or without dashes).
Column D	Choose Y (Yes) if you are amending this return. Otherwise, choose N (No).
Column E	All Utah wages, compensation, and distribution paid in this period.

Column F	Total amount of federal tax withheld.
Column G	Amount of Utah tax withheld.
Column H	Choose <i>Y</i> (Yes) if you no longer want paper forms mailed to you. Otherwise, choose <i>N</i> (No).
Column I	Choose <i>Y</i> (Yes) if you are closing your account. Otherwise, choose <i>N</i> (No).

Note: If you create your own template, you must use the formatting shown on our template instructions, start your data on line 3, and rename your sheet tab as TC-941.

References/Resources

- [Publication 14, Utah Withholding Tax Guide](#)

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