

TC-941R, *Utah Annual Withholding Reconciliation* Excel Instructions

Use this spreadsheet to balance your withholding tax returns, payments, and any W-2s, 1099s, and TC-675Rs you issued for the year. Complete the entire form and keep supporting documentation in case of audit.

Note: This is the only approved TC-941R 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-941R*

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

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

Line-by-Line Instructions

Enter the following column information:

Column A	Filing period year. 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 <i>Y</i> (Yes) if you are amending this return. Otherwise, choose <i>N</i> (No).
Column E	Total number of Utah W-2s and 1099s or TC-675Rs you issued for the year.
Column F	Total amount of Utah wages, compensations and distributions on W-2s and 1099s or TC-675Rs for the year.
Column G	Total amount of federal income tax withheld shown on W-2s and 1099s or TC-675Rs.
Column H	Total amount of Utah tax shown on W-2s and 1099s or TC-675Rs.
Columns I-L	Amounts from each quarterly return (TC-941, line 3) submitted for the year.
Columns M-O	Choose <i>P</i> if you filed the form(s) on paper or <i>E</i> if you filed electronically.

Note: If you create your own template, you must use the formatting shown on our template instructions. Be sure to label each column on line 2 (header row), start your data on line 3, and rename your sheet tab as TC-941R.

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.