

TC-941R, Utah Annual Withholding Reconciliation Excel Instructions

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Notice - Employers must file all W-2s, 1099s, and Annual Reconciliations electronically. Mineral producers are encouraged to file electronically as well, but may file on paper if necessary.

General Instructions

Use this spreadsheet to balance your withholding tax returns, payments, and any W-2s, 1099s, and TC-675Rs issued for the year. Keep all supporting documentation in case of audit. Check [these resources](#) if you need more help.

Note: *This is the only approved TC-941R template for uploading 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.

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.
- Microsoft Excel 2010 automatically saves files as .xlsx. You must save your file as .xls 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 (Yes)</i> if you are amending this return. Otherwise, choose <i>N (No)</i> . |
| Column E | Total number of Utah W-2s and 1099s or TC-675Rs you issued for the year. |

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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

Forms and Publications

The following forms and publications provide additional information:

- [Online Filing and Paying of Withholding and Mineral Production](#)
- [Publication 14, Utah Withholding Tax Guide](#)
- [Publication 58, Utah Interest and Penalties](#)

Returns and Schedules

You should have received a packet with the correct forms and schedules. You may be penalized if you do not file them accurately and on time. See tax.utah.gov/withholding or tax.utah.gov/utah-taxes/mineral-production for more information.

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.

See the Tax Commission's home page at tax.utah.gov for access to online services, forms, and publications.