

## TC-62, Transient Room Tax

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### General Instructions

Always check the revision date to be sure you have the newest form. Keep all supporting documentation in case of audit. Use [this information](#) for more help.

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

Follow these steps to complete and submit your return:

1. Download the current template and save to your computer before using.
2. Follow the line-by-line instructions to complete and save your return.
3. Log into your account at [Taxpayer Access Point \(TAP\)](#).
4. Upload and submit your file.

### Important!

- Do not copy or alter cells or their formatting. If you must paste from other data, use the PASTE VALUES command.
- Do not leave blank lines in the spreadsheet. It will cause errors.
- Complete your schedules in order to avoid errors on the next schedule(s).
- Dropdown menus have been provided where possible.
- Microsoft Excel 2010 automatically saves files as .xlsx. You must save your file as .xls to upload.

## Creating your own Template

If you create your own template you must use the following formats:

Column	Format	Example
A – Taxing Jurisdiction	Text	Beaver City
B – County/City Code	Text	01002
C – Outlet Number	Text	001
D – Gross Receipts	Number with 2 decimal places	1,000.00
E – Tax Rate	Number with 4 decimal places	0.0425
F – Tax Due	Number with 2 decimal places	42.50

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

**Note:** A legislative change effective January 1, 2018 lets a seller keep a part of the amount collected. When you enter a filing period after the effective date, lines 27 and 28 will appear showing you the Discount and Net Tax Due amounts. See Tax Bulleting 15-17 at

<http://tax.utah.gov/general/bulletins>

## TC-62T, Transient Room 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

### Forms & Publications

- [TC-62T, Transient Room Tax Return](#)
- [Publications 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/billing/penalties-interest> 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](http://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](http://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](mailto:taxmaster@utah.gov).

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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.