

TC-675R, Mineral Production Withholding Instructions

General Information

Use this spreadsheet to complete your Mineral Production Withholding Tax Return. Always check the revision date to be sure you have the newest form. Keep all supporting documentation in case of audit.

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

Filing Instructions

Follow these steps to complete and submit your return:

1. Download the current template and save to your computer before using.
2. Follow the detailed instructions to complete your template.
3. Sign in to your account at [Taxpayer Access Point \(TAP\)](#).
4. Import and submit your file.

Important

- Don't copy or alter cells or their formatting. If you must paste from other data, use the PASTE VALUES command.
- Don't leave blank lines in the spreadsheet. It will cause errors.
- Dropdown menus have been provided where possible.
- Recent versions of Microsoft Excel automatically save files as .xlsx. You must save your file as .xls to upload.

Detailed Template Instructions

Producer Information

| | |
|--------|--|
| Row 3 | Select the tax year from drop down box |
| Row 5 | Enter employer identification number (FEIN) with no dashes or spaces |
| Row 6 | Enter the 14 digit account number with no dashes or spaces |
| Row 7 | Enter name – this entry is limited to 24 characters, adjust name accordingly |
| Row 8 | Enter address |
| Row 9 | Select State from dropdown menu Enter address 2 (if applicable) |
| Row 10 | Enter the city and zip code with no dashes or spaces |

Recipient Information

| | |
|-----------|--|
| Column 4 | Enter social security number with no dashes or spaces |
| Column 8a | Individuals: Enter first and last name. Entities: Enter Legal name – this entry is limited to 24 characters, adjust name accordingly |
| Column 8b | Enter suffix (if any) |
| Column 8c | Enter address |
| Column 8d | Enter address (if applicable) |
| Column 8e | Enter city |
| Column 8f | Select State from dropdown menu |
| Column 8g | Enter zip code with no dashes or spaces |
| Column 5 | Enter Utah mineral production gross payment made to the recipient |
| Column 6 | Enter Utah tax withheld on mineral production |
| Column 7 | Enter Utah mineral production gross payment NOT subject to withholding |
| Column 9a | Select the entity type from dropdown menu |
| Column 9b | This column will auto populate based on entry in column 9a |

Note: The Utah TC-675R Summary sheet will auto calculate your totals based on the information entered into the TC-675R Template sheet.

References/Resources

Forms & Publications:

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

Returns and Schedules: You may be penalized if you do not file the correct forms and schedules. See tax.utah.gov/billing/penalties-interest for details.

Information Updates: Contact the Tax Commission immediately if account information changes.

To register a new business or change ownership with the Tax Commission online, go to [Taxpayer Access Point \(TAP\)](#) and click the *Apply for tax account(s) - TC-69* link.

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 site 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 (800-662-4335). 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.