

TC-730, Report of Beer Sales to Utah Distributors and Schedules Excel Instructions

Use this spreadsheet to report your beer sales to licensed distributors in Utah. Complete the entire form and keep supporting documentation in case of audit.

Note: This is the only approved TC-730 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:

- *Instructions*
- *TC-730*
- *TC-730, Schedule A*

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

Main Return

These fields will populate for you from Schedule A.

Schedule Instructions

For each schedule, enter the beer barrels (or converted equivalent) for a single invoice on each line. Enter regular beer in column E and heavy beer in column F.

References/Resources

- [TC-730, Report of Beer Sales to Utah Distributors](#)
- [TC-730A, Summary of Shipments](#)
- [Publication 58, Utah Interest and Penalties](#)

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 information on the following forms:

- **TC-69N**, *Utah State Tax Registration for Out-of-State Distributors* — register your beer wholesale or distributor business with Utah.

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.