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**Notice – You must file all W-2s, 1099s, and Annual Reconciliations electronically.**

## General Instructions

Use this spreadsheet to file your return. Always check the revision date to be sure you have the newest form. Keep all supporting documentation in case of audit. Use [these resources](#) 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 return.

## 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.
- Microsoft Excel 2010 automatically saves files as .xlsx. You must save your file as .xls to upload.

## Line-by-Line Instructions

Column A	Last day of the filing period. 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 (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	All Utah wages, compensation, and distribution paid in this period.
Column F	Total amount of federal tax withheld.
Column G	Amount of Utah tax withheld.
Column H	<b><i>For December periods only.</i></b> Total Utah Tax withheld for the year.
Columns I	<b><i>For December periods only.</i></b> Total number of Utah W-2s with Utah wages or withholding you issued for the year.
Column J	<b><i>For December periods only.</i></b> Total number of Utah 1099s with Utah wages or withholding you issued for the year.

## References/Resources

### Information Updates

Contact the Tax Commission immediately if account information changes. Use the following forms:

- [Publication 14, Utah Withholding Tax Guide](#)
- [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/withholding](http://tax.utah.gov/withholding) 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. See [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).