



General Instructions

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.

NOTE: You must file all W-2s, 1099s and Annual Reconciliations electronically.

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 and save your return.
3. Sign in to your TAP account at tap.utah.gov.
4. Upload 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 are provided where possible.
- Recent versions of Microsoft Excel automatically save files as .xlsx. You must save your file as .xls to upload.

Template 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 Y (Yes) if you are amending this return. Otherwise, choose N (No).

Column E All Utah wages, compensation and distribution paid in this period.

Column F Amount of federal tax withheld.

Column G Amount of Utah tax withheld.

Column H *For periods ending December 31 only.*
Total Utah tax withheld for the year.

Columns I *For periods ending December 31 only.*
Total number of Utah W-2s with Utah wages or withholding you issued for the year.

Column J *For periods ending December 31 only.*
Total number of Utah 1099s with Utah withholding you issued for the year.

References/Resources

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

Publications

- 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.

Taxpayer Resources

The Tax Commission offers online workshops to help taxpayers understand Utah taxes. See tax.utah.gov/training.

For help with this return, email taxmaster@utah.gov or call 801-297-2200 or 1-800-662-4335.

Find more information on our website 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.

If you need an accommodation under the Americans with Disabilities Act, email taxada@utah.gov, or call 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.