



## 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.

- If you need to open a new business or report a change in ownership, go to **tap.utah.gov**.
- If you need to change an address, close an outlet or account, or add or remove an officer or owner, submit form TC-69C (*Notice of Change for a Tax Account*).

### 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.

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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.