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General Instructions

Use this spreadsheet to file your W-2s issued for the year. Keep all supporting documentation in case of audit. Check [these resources](#) if you need more help.

Note: *This is the only approved template to upload your data. If you file 250 or more forms, you must use the fixed-length filing option. See [Online Filing and Paying of Withholding and Mineral Production](#).*

Follow these steps to complete and submit your return:

1. Complete and save your return.
2. Go to [Taxpayer Access Point \(TAP\)](#).
3. Log into your account and upload your file.

This spreadsheet has the following tabs:

- *Template Instructions*
- *Utah W-2 Template*

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.
- Use the **Paste Special** option and choose the **Values** radio box when copying data into the template.
- Microsoft Excel 2010 automatically saves files as .xlsx. You must save your file as .xls to upload.

Line-by-Line Instructions

Note: This template only contains columns for information required by the state of Utah rather than all the boxes on a federal form W-2.

Column A	Enter your employee's social security number with no dashes or spaces.
Column E1	Employee's first name.
Column E2	Employee's first name.
Column E3	Employee's suffix, if needed.
Column F1	Employee's address line 1.
Column F2	Employee's address line 2.
Column F3	Employee's city.
Column F4	Employee's state.

Column F5	Employee's zip code.
Column 1	Wages, tips, and other compensation.
Column 2	Federal income tax withheld.
Column 3	Social security wages.
Column 8	Allocated tips.
Column 10	Dependent care benefits.
Column 11	Nonqualified plans.
Column 12a	401(k) contributions.
Column 12b	403(b) contributions.
Column 12c	408(k) – Cost of employer-sponsored health coverage.
Column 12d	457(b) contributions.
Column 13a	Enter 'X' if this is a statutory employee.
Column 13b	Enter 'X' if employee is covered by employee's retirement plan.
Column 13c	Enter 'X' if employee received third-party sick pay.
Column 14	Other such as state disability insurance premiums deducted, nontaxable income, etc. See irs.gov for further instructions.
Column 16	State wages, tips, etc.
Column 17	State income tax.

References/Resources

Forms and Publications

The following forms and publications provide additional information:

- [Online Filing and Paying of Withholding and Mineral Production](#)
- [Publication 14, Utah Withholding Tax Guide](#)
- [Publication 58, Utah Interest and Penalties](#)

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. Visit tax.utah.gov/training for a list of all training resources.

See the Tax Commission's home page at tax.utah.gov for access to online services, forms, and publications.