



STATE OF UTAH

Utah State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134

CHECKLIST & QUESTIONNAIRE
Municipal Energy Sales and Use Tax

A

Will you need to self-report Municipal Energy Sales and Use Tax in the future?

Answer the following questions.

1. Do you currently have a Municipal Energy Account to report municipal energy sales and use tax?

Yes / No

If Yes, indicate your Account Number on the Summary. If No, continue to Question 2.

2. Will you need to self-report municipal energy sales and use tax after June 30, 2017?

Yes / No

If you answered "No" to Question 1, and "Yes" to Question 2, you must become registered to report municipal energy sales and use tax. If you have a sales tax license check the box below. If you do not have a sales tax license complete form TC-69, UTAH STATE BUSINESS AND TAX REGISTRATION and send it with your completed self-review package. Form TC-69 may be found online at tax.utah.gov/forms-pubs.

In Section 7a of form TC-69, you will be asked, "When will you start selling or making purchases?" Use 07/01/2017 as the date. In Section 7e, check box 19.

After becoming licensed, you will be required to regularly file a Sales and Use Tax Return (TC-62S or TC-62M), and a Municipal Energy Sales and Use Tax Return (TC-62E).

I have a Sales & Use Tax license and need to be registered for Municipal Energy Sales & Use Tax.

B

Checklist:

Complete and return the following documents in the envelope provided.

- Form titled Summary.
Form titled Estimated Worksheet or Transportation Worksheet, and form titled Supplier Worksheet one for each location, if tax is due.
Check payable to "Utah State Tax Commission" for payment of computed tax and interest due, if applicable.
Form titled Checklist & Questionnaire.
Form TC-69, UTAH STATE BUSINESS AND TAX REGISTRATION, if applicable.

C

How can we do better?

In order to serve you better we would like you to evaluate your experience with this Self-Review:

1 ... 2 ... 3 ... 4 ... 5 ... 6 ... 7 ... 8 ... 9 ... 10
Poor Excellent

Any comments on how we could improve this process would be appreciated.

Four horizontal lines for providing comments.

(Please use the back of this form if necessary.)