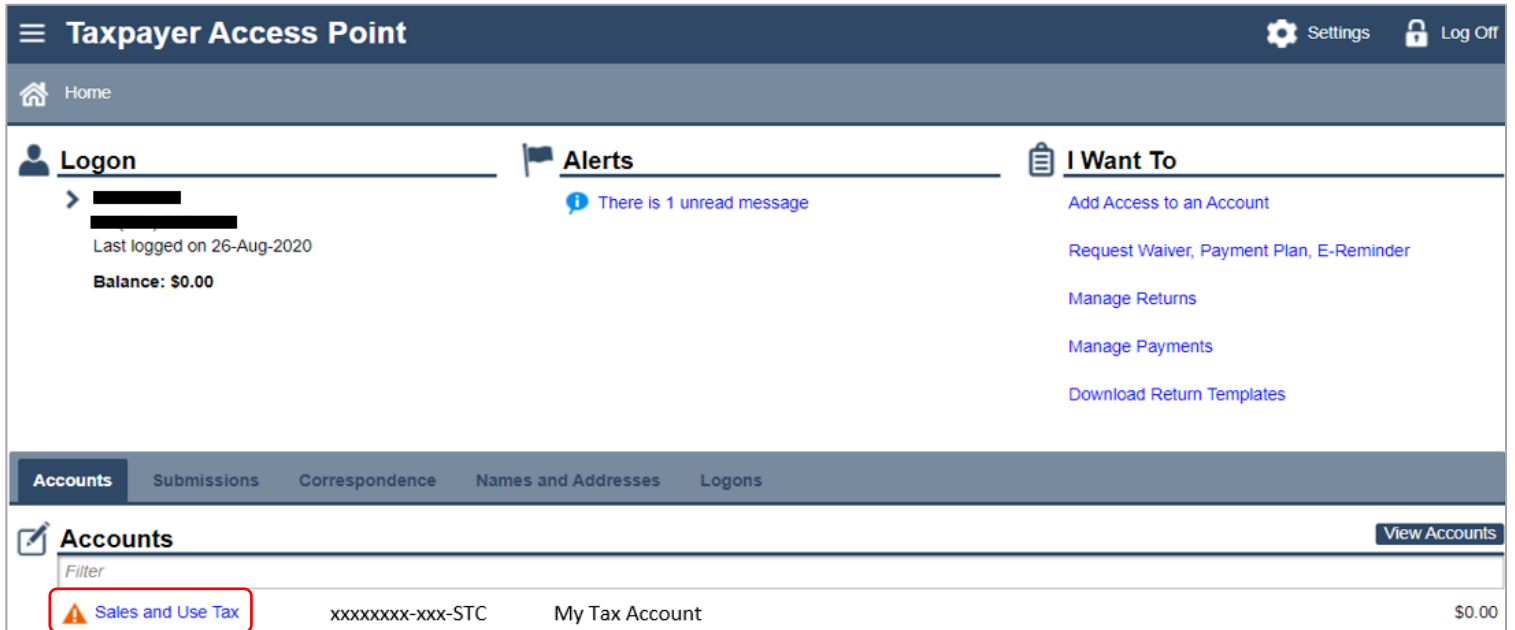


Sales Tax Return on TAP

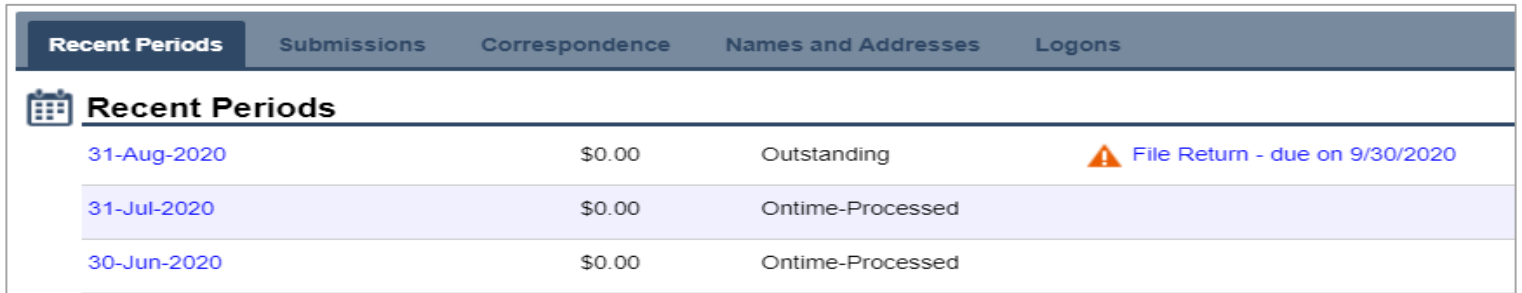
Sales & Use Tax

Click Sales and Use Tax to begin.



The screenshot shows the 'Taxpayer Access Point' dashboard. At the top, there are navigation links for 'Home', 'Logon', 'Alerts', and 'I Want To'. The 'Logon' section shows a user profile with a redacted name and 'Last logged on 26-Aug-2020'. The 'Alerts' section shows 'There is 1 unread message'. The 'I Want To' section lists actions like 'Add Access to an Account', 'Request Waiver, Payment Plan, E-Reminder', 'Manage Returns', 'Manage Payments', and 'Download Return Templates'. Below this is a navigation bar with 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', and 'Logons'. The 'Accounts' section is active, showing a table with one entry: 'Sales and Use Tax' (highlighted with a red box), 'XXXXXXXX-XXX-STC', 'My Tax Account', and '\$0.00'. A 'View Accounts' button is in the top right of this section.

Click the period you want to file.



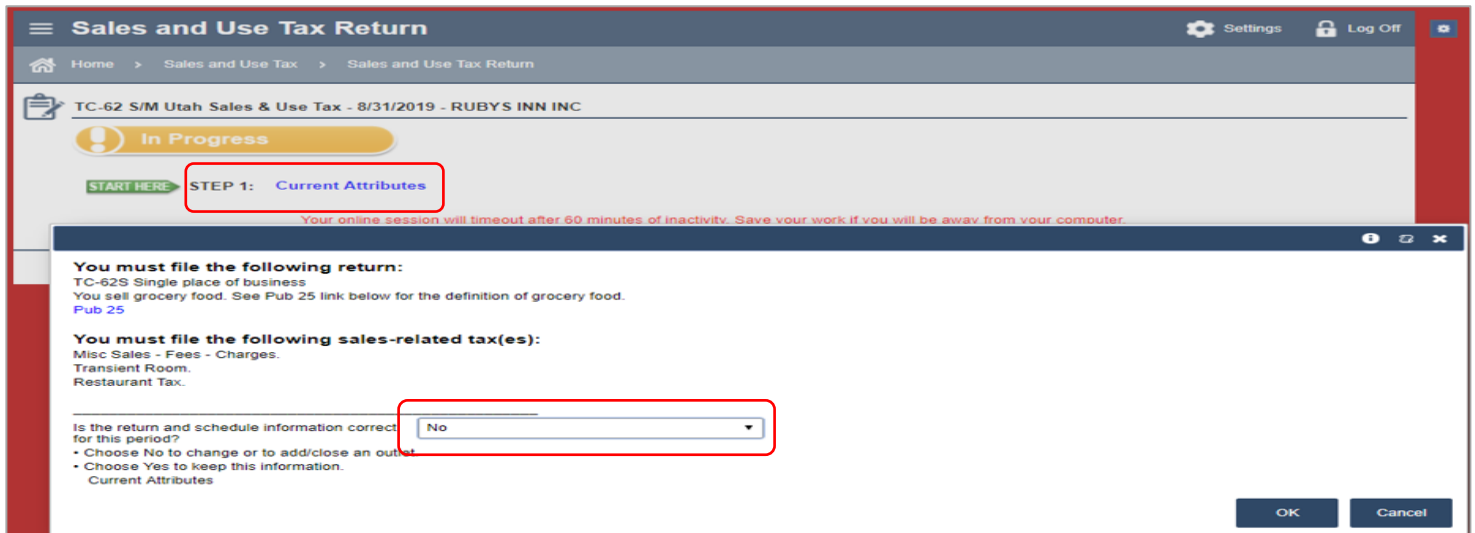
The screenshot shows the 'Recent Periods' section of the dashboard. It features a navigation bar with 'Recent Periods', 'Submissions', 'Correspondence', 'Names and Addresses', and 'Logons'. Below is a table with the following data:

Period	Amount	Status	Notes
31-Aug-2020	\$0.00	Outstanding	File Return - due on 9/30/2020
31-Jul-2020	\$0.00	Ontime-Processed	
30-Jun-2020	\$0.00	Ontime-Processed	

Click **Step 1: Current Attributes**

If you have not added a new location or made changes to your business since you last filed, change the answer to **YES** then proceed to **Step 3 - Tax Detail**.

If you added a new location, select **No** and complete **Step 1a - Step 2**.



The screenshot shows the 'Sales and Use Tax Return' form. At the top, there are navigation links for 'Home', 'Sales and Use Tax', and 'Sales and Use Tax Return'. The form title is 'TC-62 S/M Utah Sales & Use Tax - 8/31/2019 - RUBYS INN INC'. Below the title is a progress indicator showing 'In Progress' and 'START HERE' with 'STEP 1: Current Attributes' highlighted by a red box. A warning message states: 'Your online session will timeout after 60 minutes of inactivity. Save your work if you will be away from your computer.' The main content area contains the following text:

You must file the following return:
TC-62S Single place of business
You sell grocery food. See Pub 25 link below for the definition of grocery food.
Pub 25

You must file the following sales-related tax(es):
Misc Sales - Fees - Charges.
Transient Room.
Restaurant Tax.

Is the return and schedule information correct for this period?
• Choose No to change or to add/close an outlet.
• Choose Yes to keep this information.
Current Attributes

A dropdown menu is shown with 'No' selected, highlighted by a red box. At the bottom right, there are 'OK' and 'Cancel' buttons.

Step 3: Tax Detail

Click *Tax Detail* to start your return.

Sales and Use Tax Return Settings Log Off

Home > Sales and Use Tax > Sales and Use Tax Return

TC-62 S/M Utah Sales & Use Tax - 8/31/2019 - RUBYS INN INC

In Progress

- ✓ STEP 1: [Current Attributes](#)
- ✓ STEP 1A: [Change Attributes or Outlets](#)
- ✓ STEP 2: [Review Attributes](#)
- NEXT STEP** STEP 3: [Tax Detail](#)

Your online session will timeout after 60 minutes of inactivity. Save your work if you will be away from your computer.

Import Submit Save Cancel

Begin on line 1.

Filing period end: 31-Aug-2020
Filing frequency: Monthly - 5 Req EFT, Vndr Dscnt
Date due: 30-Sep-2020
Amended return:
If amended, please explain why you are amending your return:

TAXABLE SALES DETAIL

1. Total sales of goods and services	0.00
Line 1 help	
2. Exempt sales included in line 1	0.00
Line 2 help	
3. Taxable sales	0.00
4. Goods purchased tax free and used by you	0.00
Line 4 help	
5. Total taxable amounts	0.00
6. Adjustments	0.00
Line 6 help	
If line 6, not equal to \$0.00, please explain line 6, adjustment(s).	<input type="text"/>
7. Net taxable sales and purchases	0.00

SCHEDULE DETAIL

[Schedule A](#)
[Sch A help](#)

.. Total taxable sales	0.00
.. Total sales & use tax	0.00

[Schedule AG](#)
[Sch AG help](#)


If you are required to file a supporting schedule, click the schedule name to enter detail.

When finished, click **OK** then click **Submit**.

Confirmation

You may print the confirmation page for your records.

You can use the Pay Online link to **make a payment via TAP, with a e-check (free) or credit card (convenience fees apply)**, from the confirmation page or click home and select Manage Payments.



Confirmation

Sep 3, 2020, 7:54:32 (Mountain Time)
TC-62 Sales and Use Tax

Thank you for using TAP.

Your confirmation number is 1-258-534-528.

Your request to submit the following has been sent:

Account # XXXXXXXX-XXX-STC
Filing Period Ending: 6/30/2020
Total Tax Due: \$3,832.77

Payment for Total Tax Due is required as a separate transaction.

Do not send a paper copy of your return.

Please print this screen for your records.

If you have questions, please contact:

- TAP Help: TAPSupport@utah.gov or 801-297-3996
- Business or Income Tax: Taxmaster@utah.gov or 801-297-2200 (800-662-4335)

[Print Confirmation](#)

[Paper Check](#)

[Pay Online](#)

[Printable View](#)

[OK](#)