

File W-2s, 1099s, TC-675Rs, Withholding Returns

Employers and Mineral Producers are required to submit copies of their withholding forms electronically by January 31. All W-2s, 1099s (with Utah tax withheld), TC-675Rs, TC-941E/M, TC-941/941Rs must be filed electronically on TAP.

1. Click the **Home** link to see your TAP dashboard.
2. Click **File W-2s, 1099s, TC-675Rs, Withholding Returns** link.

The screenshot shows the TAP dashboard for a user named "NO CORP". The user's profile information includes the address: 210 N 1950 W, SALT LAKE CITY UT 84134-9000. The dashboard has a navigation bar with "Home", "Action Center", "Settings", and "I Want To...". A green box with the number "1" highlights the "Home" link. Below the navigation bar, there are two main sections. The first section is titled "Withholding" and shows the account name "NO CORP" and address. To the right of this section, there are two sub-sections. The first sub-section is titled "Period: 31-Dec-2020" and shows the due date "01-Feb-2021". There are two links: "File now" and "Download return templates". The second sub-section is titled "Account" and shows the account number "15127154-002-WTH" and a balance of "\$0.00". There are three links: "Make a payment", "File, view, or amend returns", and "File W-2s, 1099s, TC-675Rs, Withholding Returns, make bulk ACH payments and view W-2/1099/TC-675R Summary". A green box with the number "2" highlights the "File W-2s, 1099s, TC-675Rs, Withholding Returns, make bulk ACH payments and view W-2/1099/TC-675R Summary" link.

3. Click the link for the option you need.

The screenshot shows two side-by-side panels. The left panel is titled "Withholding Actions" and lists several options: "W-2 / W-2C", "1099", "TC-675R", "TC-941E / 941M (Filing periods 2018 and after)", "TC-941 / 941R (Filing periods 2017 and prior)", and "Make Payments". A green box with the number "3" highlights the "1099" link. The right panel is titled "Withholding Summary" and lists two options: "View W-2 or 1099 Summary" and "View TC-675R Summary".

4. Click the link for the method you will use to file – **Manual Entry, Excel Import, or Fixed Length File Upload**. See below for step-by-step .

The screenshot shows two panels. The top panel is titled "Instructions" and contains the following text: "If you have more than ten records to manually enter, we recommend using Utah's Excel template to import your data. Your Excel file must have .xls extension to import. Download Excel Template". Below this, it says: "The fixed length file option requires software to create a .txt file and is required for 250 or more records. Fixed Length File Layout". At the bottom of the panel, it says: "For detailed instructions, refer to:" followed by two bullet points: "Pub 14 Employer Withholding Tax Guide" and "Online Filing and Paying of Withholding and Mineral Production Taxes". The bottom panel is split into two sections. The left section is titled "W-2" and lists three options: "Manual Entry", "Excel Import", and "Fixed Length File Upload (.txt file)". A green box with the number "4" highlights the "Manual Entry" link. The right section is titled "W-2C" and lists two options: "Manual Entry" and "Fixed Length File Upload (.txt file)".

Manual Entry option

Use the following steps to file W-2s, 1099s, and TC-675Rs.

1. Complete the *Required* fields, and then click **Next**.

W-2 Submission

Progress: Submitter and Employer Information (Active) | W-2 Detail | Review and Submit

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

Submitter Information

Submitter Name
NO CORP

Submitter FEIN
XX-XXXXXXX

User ID
1

Employer Information 1

FEIN * *Required*

Name * *Required*

Address 1 * *Required*

City * *Required*

Zip * *Required*

Account ID * *Required*

Tax Year * *Required*

Address 2

State
UTAH

Buttons: Cancel | Save Draft | Previous | **Next**

2. Click **+ Add W-2** and enter the W-2 information for the employee. Once completed, click **Add**. For additional blank W-2s, click **+Add W-2**. Continue this process until you have entered all employees. When finished click Next.

Note: If there is anything in **Red** you have an error. Click on the error to correct before continuing.

W-2 Submission

Progress: Submitter and Employer Information | **W-2 Detail** (Active) | Review and Submit

Instructions
Enter your W-2s in the table below.
If you would like to save the information you have entered and submit later, click the 'Save Draft' button.
Note: Save Draft will not update your account(s).

W-2 List

| | Tax Year | Employee's SSN | Employee First Name | Employee Last Name |
|--|----------|----------------|---------------------|--------------------|
| + Add W-2 2 | | | | |
| + Add W-2 | | | | |

- 3. Review Summary, answer Disclaimer question and then click **Submit**.
Note: Save Draft does not file your W-2s.

W-2 Submission

Submitter and Employer Information W-2 Detail **Review and Submit**

Summary

Total Records
2

Total Utah Wages
109,271.67

Total Utah Withheld
5,606.85

Disclaimer

I hereby state that I have legal authority to transmit the information included in this submission. I declare under penalty provided by law that this information is accurate, current, and complete to the best of my knowledge and I will promptly update or correct any information that is inaccurate, not current or incomplete.

No Yes

3

Cancel Save Draft Previous **Submit**

- 4. Enter your Password and click **OK**.

Confirmation X

Enter your password and click **OK** to submit.

Password *

Required

Cancel **OK**

4

- 5. You will receive a confirmation message. **Keep your confirmation number.** We suggest printing the confirmation for your records.

Confirmation

Feb 9, 2021, 15:25:17 (Mountain Time) & Submitter - W-2

Thank you for using TAP. Your request has been submitted for processing with the following details:

Total number of W-2's: 2
Total Utah Withholdings: \$5606.85
Total Utah Wages: \$109271.67

NEXT STEPS

1. Print this screen for your records. Do not send a paper copy of your return.
2. If you need help with this request, please use one of the contacts below and give this number to the representative: **0-352-427-648**.
 - TAP Help: TAPSupport@utah.gov or 801-297-3996
 - Business or Income Tax: Taxmaster@utah.gov or 801-297-2200 (800-662-4335)
3. Make sure you submit your TC-941E, for tax periods beginning 2018, to complete the annual filing requirement. (Note: Submit TC-941R for tax periods 2017 and before)

Print Confirmation

Submit TC-941E (2018 & later)

Printable View

OK

5

Excel Import option

When using the Excel Import option, TAP will only accept the Tax Commission’s templates. You can download the template from the TAP main page under the *Download return templates* link or if you are signed in to your TAP account, use the same link located in the instruction panel.

1. Follow steps 1-4 on [page 1](#) of this document and click the *Excel Import* option
2. Click the link to import a file

The screenshot shows a web interface with two main sections. The top section is titled 'Instructions' and contains the text: 'Your Excel file must have .xls extension to import. Use the "Click here to import a file" link to import your completed Excel file.' Below this are two side-by-side panels. The left panel is titled 'Submitter Information' and lists: 'Submitter Name: PERRY CITY INC', 'Submitter FEIN: 87-6113380', and 'User ID: Tax Preparer'. The right panel is titled 'Employer Information' and contains a blue link that says 'Click here to import a file'. A green square callout with the number '2' is positioned over this link.

3. Click **Choose File**, select your saved excel file and click **OK**. Continue though rest of process to *Submit* your return.
Note: If you have a file error, follow step 2 instructions above to correct.

The screenshot shows a standard Windows-style dialog box titled 'Select a file to import:'. It has a close button (X) in the top right corner. Below the title bar is a text input field containing 'Choose File' and 'No file chosen'. A green square callout with the number '3' is positioned over the 'Choose File' button. At the bottom of the dialog are two buttons: 'Cancel' and 'OK'.

4. Enter your Password and click **OK**.

The screenshot shows a dialog box titled 'Confirmation'. It contains the text: 'Enter your password and click OK to submit.' Below this is a password input field with a red asterisk and the word 'Required' below it. A green square callout with the number '4' is positioned over the 'OK' button at the bottom right of the dialog. There are also 'Cancel' and 'OK' buttons at the bottom.

- 5. You will receive a confirmation message. **Keep your confirmation number.** We suggest printing the confirmation for your records.

Confirmation

Feb 9, 2021, 15:25:17 (Mountain Time) & Submitter - W-2

Thank you for using TAP. Your request has been submitted for processing with the following details:
Total number of W-2's: 2
Total Utah Withholdings: \$5606.85
Total Utah Wages: \$109271.67

NEXT STEPS

1. Print this screen for your records. Do not send a paper copy of your return.
2. If you need help with this request, please use one of the contacts below and give this number to the representative: **0-352-427-648.**
 - TAP Help: TAPSupport@utah.gov or 801-297-3996
 - Business or Income Tax: Taxmaster@utah.gov or 801-297-2200 (800-662-4335)
3. Make sure you submit your TC-941E, for tax periods beginning 2018, to complete the annual filing requirement. (Note: Submit TC-941R for tax periods 2017 and before)

Print Confirmation

Submit TC-941E (2018 & later)

Printable View

OK

5

Fixed Length File Option

Follow [page 1](#) instructions to step 4. Select the *Fixed Length File Upload (.txt file)*

Note: You can download step-by-step instructions for the fixed length file upload at tax.utah.gov/withholding.

1. Review disclosure statement and click **Yes** to proceed.
2. Click **Add Attachment**

3. Complete the *Required Fields* then click **Choose File**. Locate the .txt file saved on your device, then click **OK**.

4. If successful, your file information will display under *Attachments*. Click **Submit** and enter your password to file.

- 5. You will receive a confirmation message. **Keep your confirmation number.** We suggest printing the confirmation for your records.

Confirmation

Thank you for using TAP.

Jan 1, 2021, 11:56:13 (Mountain Time)
Submitter - Uploads (Fixed)

Your request to submit the following has been sent:
Submitter - Uploads (Fixed)

The following file types were attached:
- W2 Data

If there were issues with your request, you will receive an email from TAPSupport@utah.gov.
Make sure you file your 4th quarter TC-941E for Employer Withholding or TC-941M for Mineral Production.

Do not send a paper copy of your return.

Your confirmation number is **1-715-416-704**.

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

Submit TC-941E (2018 & later)

Printable View

OK