

Utah State Tax Commission Tax and Revenue



Utah State Tax Commission

- Monthly webinars of various tax topics.
- Ability to access the recording and presentation after the event.
- Free to all attendees.



Utah State Tax Commission Monthly Webinars

tax.utah.gov/training/webinars

Category/Tax Type

Date	Title	Category/Tax Type	Links
Jan 19, 2023	What's new this filing season for income tax	Individual Income Tax	MP4 PDF
Feb 16, 2023	Sales Tax licensing requirements and application process	Sales Tax	MP4 PDF
Mar 16, 2023	Who needs to file a Utah Income Tax return?	Individual Income Tax	MP4 PDF
Apr 20, 2023	Sales Tax rates and how to remit taxes	Sales Tax	MP4 PDF
May 18, 2023	Income Tax residency, domicile and special instructions	Individual Income Tax	MP4 PDF
Jun 15, 2023	Basics of what is taxable and what is exempt from Sales Tax	Sales Tax	MP4 PDF
Jul 20, 2023	Income Tax Audit / Exam Process	Tax Audits	MP4 PDF
Aug 17, 2023	Sales and Use Tax on Goods Consumed	Sales Tax	MP4 PDF
Sep 21, 2023	Individual Income Tax in Taxpayer Access Point (TAP)	Taxpayer Access Point (TAP)	Join Live
Oct 19, 2023	Sales Tax Treatment of Real Property vs Tangible Personal Property vs Tangible Personal Property Attached to Real Property	Sales Tax	



Individual Income Tax on Taxpayer Access Point



What is Taxpayer Access Point?



What is Taxpayer Access Point?

- Taxpayer Access Point (TAP) is a secure web portal created by the Utah State Tax Commission to be used for submitting tax returns, paying and managing Utah tax accounts.
- The TAP portal has been used to manage Utah business accounts through a TAP sign on.
 - Previous limited functionality for individual income tax – Unable to create a sign on
 - Returns could only be submitted for the current tax year
 - Refund inquiry only for current tax year
 - Payments could be submitted through a no log in process
 - Could not view returns or account balances.
- **NEW** : TAP sign on functionality is available for individual income tax
 - You must have filed at least once during the previous three years to create a profile.



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HOME FORMS & PUBLICATIONS CONTACT US SITE INDEX **TAP**

UTAH STATE TAX COMMISSION
OFFICIAL TAX INFORMATION FOR UTAH

WHAT ARE YOU LOOKING FOR TODAY?

Recent Changes and Information

- [NEW! Utah Earned Income Tax Credit \(EITC\)](#)
- [Individual Income Taxes](#)
- [FAQs and New Information](#)

TAP Taxpayer Access Point
Utah's Tax Portal
File, pay & manage your Utah taxes online.

Strategic Plan
Fiscal Years 2024 – 2028
[See the Tax Commission's Five-year Strategic Plan](#)

INDIVIDUAL INCOME TAXES
BUSINESS & CORPORATE TAXES
SALES & USE TAXES
WITHHOLDING TAXES
FUEL TAXES
CIGARETTE & TOBACCO TAXES
MOTOR VEHICLE TAXES & FEES
PROPERTY TAXES
LISTING OF ALL TAXES & FEES

JOB OPENINGS
TRAINING, WEBINARS & VIDEOS
TAX PROFESSIONALS
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TAX RELIEF & EXTENSIONS
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OFFICE OF THE COMMISSION
TAX APPEALS
TAX COMMISSION INFORMATION

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Give Feedback



Utah State Tax Commission – TAP Web Portal

tap.utah.gov

utah | Utah Taxpayer Access Point (TAP) Tax Commission

TAP Taxpayer Access Point

GIL Can I Help?

Username

Password

Sign In

Forgot username or password?

Don't have a profile?
Sign Up

Why sign up?

Filter by keyword or phrase

Returns

Without signing in, you can file these returns, download and import return templates.

- > File your current year individual income tax return
- > Download return templates
- > Import your TC-109, TC-116, or TC-23 template
- > File your current renter's refund (circuit breaker)
- > File your County Reimbursement - TC-90CY
- > File SALT Report

Payments

Make your payment.

- > Make an e-Check payment
- > Make a credit card payment

Apply Online

File these applications online.

- > Apply for tax account(s) - TC-69
- > Apply for a waiver or a pay plan
- > Apply for a letter of good standing

Give Feedback



Individual Income Tax on TAP

What is Available?



Taxpayer Access Point

- Account Access
 - For individuals
 - Access by third party
- TC-40
 - File, view or amend the current and previous 2 year's tax return's.
 - Print a return transcript for the current and previous 2 year's tax return's.
- View refunds issued for the current and previous 2 tax years.
 - Shows refund information
 - Issued date, method of refund, check number and contact information for the Utah Division of Finance



Individual Income Tax on TAP

What is Available?



Taxpayer Access Point

- Make payments
 - Payment information may be saved for future use.
 - Schedule payments up to 130 days in the future.
- View account balances
 - Only shows periods older than 3 years if a balance exists
- View Certain Letters
 - Balance due, notice of change, information request letters, etc.
 - **Bankruptcy, garnishment, audit, legal or other letters containing federal tax information are not available to view in TAP.**
- Request a payment agreement or waiver of penalty and interest.



Individual Income Tax on TAP

What is Available?



Taxpayer Access Point

- Change name and/or address.
 - Additional documentation will need to be uploaded for name change.
- View previous submissions in TAP.
- Manage access for third party logon's.
- TAP submissions will be processed at 5:00pm each business day. Submissions after 5:00pm or on the weekends will be processed at 5:00pm on the next business day.

NOTE: Received date will be the date submitted regardless of when it is processed.



Individual Income Tax on TAP

What is NOT Available?



Taxpayer Access Point

- Return information for tax years more than two years prior to the current tax year.
- Legal letters, audit letters or letters containing federal tax information.
- Identity verification quiz or return verification.
 - Must be completed through the TAP home screen.
- Submission of requested documentation.
 - Must be submitted through the TAP home screen.
 - Identity verification letters.
 - Letter request for documentation.



Creating a TAP Profile



Creating a TAP Profile

tap.utah.gov



Taxpayer Access Point

The screenshot shows the Utah Taxpayer Access Point (TAP) website interface. At the top, the navigation bar includes the Utah Tax Commission logo, the TAP logo, and the text "Taxpayer Access Point". On the right side of the navigation bar, there is a "Can I Help?" button with a question mark icon. Below the navigation bar is a large banner image of a mountainous landscape with snow. Overlaid on the right side of the banner is a dark grey sign-in and sign-up form. The form contains the following elements: a "Username" input field, a "Password" input field with an eye icon for toggling visibility, a blue "Sign In" button, a link for "Forgot username or password?", a link for "Don't have a profile? Sign Up" (highlighted with a green box), and a link for "Why sign up?". Below the banner is a search bar with the placeholder text "Filter by keyword or phrase". At the bottom of the page, there are three main service tiles: "Returns" (with a calculator and tax form image), "Payments" (with a hand holding a credit card image), and "Apply Online" (with a hand typing on a laptop image). Each tile includes a brief description of the service. On the far right edge of the page, there is a vertical "Give Feedback" button.



Creating a TAP Profile

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Taxpayer Access Point

< Home

TAP Registration

TAP Registration

Progress: Access (Active) | Information | Profile | Review and Submit

Instruction

Business Owners
You can create a TAP profile to access tax information and documents for an existing tax account. Before you create your profile, you must have already registered your FEIN with the IRS at irs.gov, and you must have also applied for a tax account and received your Utah tax account ID(s). You will need the 14-character tax account ID (eleven digits and three letters such as 12345678-002-STC). You can apply for a tax account from the TAP home page by using the [Apply for Tax Account\(s\) - TC-69](#) link.

Accounting and Tax Service Agencies
You can create a TAP profile to access an existing tax account for a client. You will need the client's 14-character tax account ID. If you are only submitting documents for a client, you must still register your FEIN and legal name with the Tax Commission.

Individuals Filing Utah Income Tax Returns
You can create a TAP profile to access your Utah Individual Income Tax Return account. You must have filed at least once during the previous three years to create a profile. If you have not, then you can create a profile after you have filed your current Utah Individual Income Tax Return.

Access

Help

- Access my individual income tax account *
- Access my business account(s) *
- Manage my client's (3rd Party) account(s) *
- Submit my client's Withholding returns/documents and/or Mineral Production Withholding *

Your online session will timeout after 60 minutes of inactivity.

Cancel < Previous Next >



Creating a TAP Profile

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Taxpayer Access Point

< Home

TAP Registration

TAP Registration

Progress: Access (checked) > Information > Profile > Review and Submit

Instruction

You must enter the following information to continue:

- Social Security Number (SSN) or Individual Tax ID Number (ITIN)
- First/Last name

Taxpayer Information

ID Type

Social Security Number

Social Security Number

444-55-5666

First Name

John

Last Name

Doe

Your online session will timeout after 60 minutes of inactivity.

Cancel < Previous **Next** >



Creating a TAP Profile

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Taxpayer Access Point

< Home

TAP Registration

TAP Registration

Progress: Access (checked) Information (checked) Profile (active) Review and Submit (disabled)

Profile Information

Profile (Create a unique username)

Johndoe2023

Password requirements:

- 8-100 characters long
- One upper case letter
- One lower case letter
- One number

Password

Password123

Confirm Password

Password123

Secret Question

What is your favorite animal?

Secret Answer

dog

Contact Information

Full Name of Contact

John Doe

Phone Type

Cell Phone

Phone Number

(801) 555-5555

Alternate Phone Type

Alternate Phone Number

Cancel Previous Next

- What city were you born in?
- What is the first and last name of your favorite childhood friend?
- What is the name of your first pet?
- What is your favorite animal?
- What is your favorite sports team?
- What is your mother's maiden name?
- What was the first album you owned?
- What was the name of your first stuffed animal?
- What was your childhood nickname?
- Where did you go the first time you flew on an airplane?
- Where were you when you had your first kiss?



Creating a TAP Profile

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Taxpayer Access Point

- You will receive a summary page detailing the information you just entered.

TAP Registration

Progress: Access (checked) Information (checked) Profile (checked) Review and Submit (next)

Access

Help

- Access my individual income tax account
- Access my business account(s)
- Manage my client's (3rd Party) account(s)
- Submit my client's Withholding returns/documents and/or Mineral Production Withholding

Taxpayer Information

ID Type

Social Security Number

Social Security Number

444-55-5666

First Name

John

Last Name

Doe

Profile and Contact Information

Profile (Create a unique username)

Johndoe2023

Full Name of Contact

John Doe

Phone Type

Cell Phone

Phone Number

(801) 555-5555

Alternate Phone Type

Alternate Phone Number

Your online session will timeout after 60 minutes of inactivity.

Cancel Previous **Submit**



Creating a TAP Profile

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Taxpayer Access Point

- Enter your email to received the confirmation.

A screenshot of the TAP web application interface. The main content area is titled "Taxpayer Information" and is partially obscured by a white "Confirmation" dialog box. The dialog box contains the following text: "Confirmation" (with a close 'X' button), "Your email address is required to submit this request. Are you sure you want to submit?", "Email" (with the input field containing "johndoe@hotmail.com"), "Confirm Email" (with the input field containing "johndoe@hotmail.com"), and two buttons at the bottom: "Cancel" and "OK". In the background, the "Taxpayer Information" form is visible, showing fields for "Full Name of" (filled with "John Doe"), "Phone Type" (filled with "Cell Phone"), and "Phone Number" (filled with "(801) 555-5..."). To the left of the main form, a "Help" link is visible. To the right, a "Profile a" section is partially visible.

Creating a TAP Profile

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Taxpayer Access Point

- Click the link in the email to sign in to TAP

Testing: UDT Online Registration

Inbox x



TAPSupport@utah.gov

9:13AM (0 minutes ago)



to me

Your new registration request has been processed.

[Click here to sign in](#)

DOE, JOHN

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)



Creating a TAP Profile

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Taxpayer Access Point

- Set up two-step verification – first time logging in only

The screenshot shows a mobile app interface for setting up two-step verification. At the top, it says 'Protect your Taxpayer Access Point profile with two-step verification'. Below this, there are three options: 'Authentication App', 'Text Message', and 'Email'. Each option has a brief description and a 'Set Up' button. A text message preview is shown in a green box at the top right, indicating a security code has been sent. At the bottom, there are 'Cancel' and 'Confirm' buttons. A callout box at the bottom center says 'Choose one to receive authentication code when signing on in the future' with arrows pointing to the 'Set Up' buttons for each option.



Choose one to receive authentication code when signing on in the future

Adding Access to Account



Adding Access to Individual Account

tap.utah.gov

- Once your profile has been created, you need to add access to your account.

John Doe

Add Access to an Account

John Doe
scarlow@utah.gov

Add Access to an Account

Account Type

Account Registration
Choose an account type from the dropdown box and click **Next**.

Choose Account Type
Account Type *
Required

Required

- Beer Tax (BER)
- Corporate/Partnership (CPT)
- E-911 Emergency Services (SEM)
- Fuels Tax (FTX)
- Individual Income Tax (IIT)**
- Insurance Premium Tax (INP)
- International Fuel Tax (IFTA)
- Mining Severance (MIN)
- Misc Sales Fees Charges (SWT)
- Municipal Telecom (SMT)
- Oil & Gas Conservation (OGC)
- Oil & Gas Severance (OGS)
- Prop Central Assessed (PCA)
- Radioactive Waste (RAW)
- Railcar (PRC)
- Restaurant Tax (SPF)
- Sales and Use Tax (STC)
- Sales MV Rental Tax (STL)
- Sales Tax Energy (STE)

Your online session will timeout after 60 minutes of inactivity.

Cancel

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Previous **Next**

Click Next



Adding Access to Individual Account

tap.utah.gov

Add Access to an Account

Account Type Account Information

Select ID Type

ITIN SSN

SSN

***-**-5666

Return Information (0 of 4 selected)

Select and answer **FOUR** out of the six questions below regarding your prior Utah individual income tax filing.

Answers are limited to your most recent Utah individual income tax return filed within the last three years.

- If you have not filed a Utah individual income tax return within the last three years, you can add access after we have received your current tax return.

What was the federal adjusted gross income from your last filed Utah income tax return?

What was the total tax withheld amount from your last filed Utah income tax return?

What was the refund amount from your last filed Utah income tax return?

What was the tax due amount from your last filed Utah income tax return?

What was the filing status from your last filed Utah income tax return?

Who prepared your last filed Utah income tax return?

Cancel Previous Next



Adding Access to Individual Account

tap.utah.gov

Add Access to an Account

Account Type Account Information

Select ID Type

SSN
***-**-5666

Return Information (4 of 4 selected)

Select and answer **FOUR** out of the six questions below regarding your prior Utah individual income tax filing.

Answers are limited to your most recent Utah individual income tax return filed within the last three years.

- If you have not filed a Utah individual income tax return within the last three years, you can add access after we have received your current tax return.

What was the federal adjusted gross income from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	70,000.00
What was the total tax withheld amount from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	3,500.00
What was the refund amount from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	634.00
Who prepared your last filed Utah income tax return?	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Self prepared (i) <input type="radio"/> Paid preparer (i)

Your online session will timeout after 60 minutes of inactivity.

Cancel Previous Next



Adding Access to Individual Account

tap.utah.gov

Add Access to an Account

Account Type Account Information

Select ID Type

ITIN SSN

SSN
***-**-5666

Record not found

 Your information doesn't match our records. Please check your information for errors and resubmit.

OK

Return Information (4 of 6)

Select and answer **FOUR** out of the six questions below. Answers are limited to your most recent tax return.

- If you have not filed a Utah individual income tax return, you must select "Self prepared (i)".

What was the federal adjusted gross income from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	70,000.00
What was the total tax withheld amount from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	3,500.00
What was the refund amount from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	500.00
Who prepared your last filed Utah income tax return?	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Self prepared (i) <input type="radio"/> Paid preparer (i)

Your online session will timeout after 60 minutes of inactivity.



Adding Access to Individual Account

tap.utah.gov

Add Access to an Account

Account Type ✓ Account Information ✓ Review >

Account Registration: Individual Income Tax (IIT)
Please check your information and click **Submit**.

Return Information (4 of 4 selected)
Select and answer **FOUR** out of the six questions below regarding your prior Utah individual income tax filing.
Answers are limited to your most recent Utah individual income tax return filed within the last three years.
• If you have not filed a Utah individual income tax return within the last three years, you can add access after we have received your current tax return.

What was the federal adjusted gross income from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	70,000.00
What was the total tax withheld amount from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	3,500.00
What was the refund amount from your last filed Utah income tax return?	<input checked="" type="checkbox"/>	634.00
Who prepared your last filed Utah income tax return?	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Self prepared (i) <input type="radio"/> Paid preparer (i)

Your online session will timeout after 60 minutes of inactivity.

[Cancel](#) [< Previous](#) [Submit](#)

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Adding Access to Individual Account

tap.utah.gov

< John Doe

Confirmation

Apr 15, 2023, 10:13:43 (Mountain Time) & Account Type: Individual Income Tax (IIT)

Thank you for using TAP. Your request has been submitted for processing.

NEXT STEPS

1. Print this screen and your request for your records.
2. Record confirmation code **1-705-541-632**.

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](#)

[Printable View](#)

[OK](#)

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Navigating My Individual Income Tax Account



Navigating My Individual Income Tax Account

DOE, JOHN
***-**-5666
210 N 1950 W
SLC UT 84134-9000

Welcome, John Doe
You last logged in on Saturday, Apr 15, 2023 9:15:12 AM
[Manage My Profile](#)

[Home](#) [Action Center ³](#) [Settings](#) [I Want To...](#)

Filter

Individual Income Tax
DOE, JOHN
210 N 1950 W
SLC UT 84134-9000
Action Center Items ²

Period: 31-Dec-2022 [File now](#)
Individual Income Tax Return
Due
18-Apr-2023

Account [Make a payment](#)
Annual [File, view, or amend returns](#)
10001611-002-IIT [Request waiver, payment plan, or payment plan email](#)
Balance
\$664.20

Top panel shows information for the current tax period.

Bottom panel shows entire account summary.

Each account this profile has access to will be shown separately below

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Navigating My Individual Income Tax Account

Select a payment type

Make an e-Check payment

Making a payment by e-Check (ACH Debit) from your checking or savings account is free.

Make a credit card payment

There is a convenience fee to use your credit card. We accept VISA, MasterCard, American Express and Discover.

Account

Annual

10001611-002-IIT

Balance

\$664.20

> Make a payment

> File, view, or amend returns

> Request waiver, payment plan, or payment plan email

Request penalty & interest waiver

We cannot consider your waiver request of Penalty and Interest until you have filed your return and paid an amount equal to the tax due for each filing period included in your request.

Please allow us 30 days for review. We will send a letter notifying you of our decision.

See Publication 17, Waivers-Reasonable Cause, for more information regarding reasonable cause.

Request payment plan

You may request a payment plan once you have received a billing notice from us. Include all filing periods in the request you want added to the payment plan.

Update email for pay plan notifications

If you are on a current payment plan and your email address has changed, you can update your email address to continue receiving reminder notices.



Navigating My Individual Income Tax Account

- If you currently have a pay plan in place, you may view the details of that plan.

Account
Annual
10001611-002-IIT
Balance
\$664.20

- > Make a payment
- > File, view, or amend returns
- > Request waiver or payment plan email
- > View your payment plan

Information

If an installment payment is missed, or new debt is added, please contact the Utah State Tax Commission at 801-297-7703 to discuss your account.

If the legal interest rate changes, the final payment amount may change.

Installment Schedule

Installment	Due Date	Starting Balance	Interest	Penalty	Installment Amount	Ending Balance
1	01-May-2023	739.28	1.37	0.00	100.00	640.65
2	01-Jun-2023	640.65	2.65	0.00	100.00	543.30
3	03-Jul-2023	543.30	2.39	0.00	100.00	445.69
4	01-Aug-2023	445.69	1.77	0.00	100.00	347.46
5	01-Sep-2023	347.46	1.47	0.00	100.00	248.93
6	02-Oct-2023	248.93	1.06	0.00	100.00	149.99
7	01-Nov-2023	149.99	0.62	0.00	100.00	50.61
8	01-Dec-2023	50.61	0.20	0.00	50.81	0.00



Navigating My Individual Income Tax Account

Account

Annual

10001611-002-IIT

Balance

\$664.20

- > Make a payment
- > File, view, or amend returns
- > Request waiver, payment plan, or payment plan email

The last 3 years and any periods with an outstanding balance will be displayed.

Returns

Individual Income Tax
10001611-002-IIT
DOE, JOHN

Total account balance:

\$664.20

> Make a payment

Periods Returns

Periods

Show History

Period	Balance	
31-Dec-2022	\$0.00	▲ File Return
31-Dec-2021	\$0.00	
31-Dec-2020	\$0.00	
31-Dec-2019	\$664.20	▲ Make Payment

You can access the last 3 years of filings on TAP. If you have questions about prior years, please contact us at 801-297-2200.



Navigating My Individual Income Tax Account

< Returns

31-Dec-2021
Individual Income Tax
10001611-002-IIT
DOE, JOHN

Balance
\$0.00

- > Make a payment
- > File, view, or amend a return

Period

Summary	
Tax	\$4,134.00
Credit	(\$4,134.00)
Balance	\$0.00

Period Activity		
01-Apr-2022	Ontime-Processed	Individual Income Tax Return

< 31-Dec-2021

Individual Income Tax Return **Ontime-Processed**

31-Dec-2021
Individual Income Tax
10001611-002-IIT
DOE, JOHN

Due 18-Apr-2022
Received 01-Apr-2022

- > Print
- > Amend

Return

Filing Information

Filing Information	Help	Primary Filer
Filing Status Head of household		Select Primary ID Type <input type="text" value="ITIN"/> <input type="text" value="SSN"/>



Navigating My Individual Income Tax Account



Utah State Tax Commission
Taxpayer Services Division 210 N 1950 W Salt Lake City UT 84134

Date Generated: April 15, 2023

TAPIIT2018

- > Print
- > Amend

Utah Tax Form Transcript

This transcript contains the information in our system at the time the transcript was created.

2021 - TC-40 Utah Individual Income Tax Return

Amended return code
Primary full year resident
Spouse full year resident
First name
Last name
SSN
Spouse's first name
Spouse's last name
Spouse's SSN
Telephone number
Mailing address
City
State

JOHN
DOE
444-55-5666

UT

2021 Individual Income Tax Return

Filing Information

Help

Currently, TAP does not allow the changing of filing status, ID Type, or IDs when amending.

Filing Status

Head of household

Utah Residency Status

1. Resident

Federal Form Filed *

Required

- 1. Filed with IRS
- 2. Error on UT return
- 3. Changed by IRS audit
- 4. Net operating loss
- 5. Other

Help

Primary Filer

Select Primary ID Type

ITIN SSN

SSN

***-**-5666

First Name

JOHN

Last Name

DOE

Birth Date *

Required

Full Year Resident

No Yes

Amending TAP return, a code must be selected to proceed.



Navigating My Individual Income Tax Account

< Returns

31-Dec-2019

Individual Income Tax
10001611-002-IIT
DOE, JOHN

Balance
\$664.20

> Make a payment

Tax years older than 3 years "File, view or amend a return" link not available

Summary

Tax	\$3,125.00
Interest	\$39.20
Credit	(\$2,500.00)
Balance	\$664.20

Period Activity

20-Sep-2022	Late-Processed	Individual Income Tax Return
-------------	----------------	------------------------------

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Navigating My Individual Income Tax Account

DOE, JOHN
***-**-5666
210 N 1950 W
SLC UT 84134-9000

Welcome, John Doe
logged in on Saturday, Apr 15, 2023 9:15:12 AM
[Manage My Profile](#)

[Home](#) **Action Center** ³ [Settings](#) [I Want To...](#)

Filter

DOE, JOHN
***-**-5666
210 N 1950 W
SLC UT 84134-9000

Individual Income Tax
DOE, JOHN
210 N 1950 W
SLC UT 84134-9000

You have 2 unread letters
Letters sent to you may contain important information about your account(s).
[View Letters](#)

\$664.20 balance due
You have a balance due. Penalty and/or interest may be added if this balance remains outstanding.
[Make a Payment](#)

Individual Income Tax Return for 31-Dec-2022 needs to be filed
A return needs to be filed. Returns filed late may be subject to penalty and interest.
[File Return](#)

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You may view any alerts from the Action Center. This will notify you of any unread letters or notifications, as well as to any balances or missing tax returns on your associated accounts.



Navigating My Individual Income Tax Account

DOE, JOHN
***-**-5666
210 N 1950 W
SLC UT 84134-9000

Welcome, John Doe
You last logged in on Saturday, Apr 15, 2023 9:15:12 AM
[Manage My Profile](#)

[Home](#) [Action Center](#) ³ [Settings](#) [I Want To...](#)

 *Filter by keyword or phrase*

 **Access**
Manage access of accounts I have access to.

- > Add additional tax accounts to your TAP profile
- > Add third-party individual income tax accounts to your TAP profile
- > View access
- > Approve or deny requests for third-party access to your income tax account
- > Request administrator access

 **Payments & Returns**
Manage payments and returns for accounts of this customer.

- > Manage returns
- > Manage payments

 **Messages and Letters**
View messages and/or letters I've received from the agency.

- > View letters
- > View messages

 **Submissions**
Search for previous submissions.

- > Search submissions

 **Names & Addresses**
View or update names and addresses associated to this customer.

- > Manage names & addresses

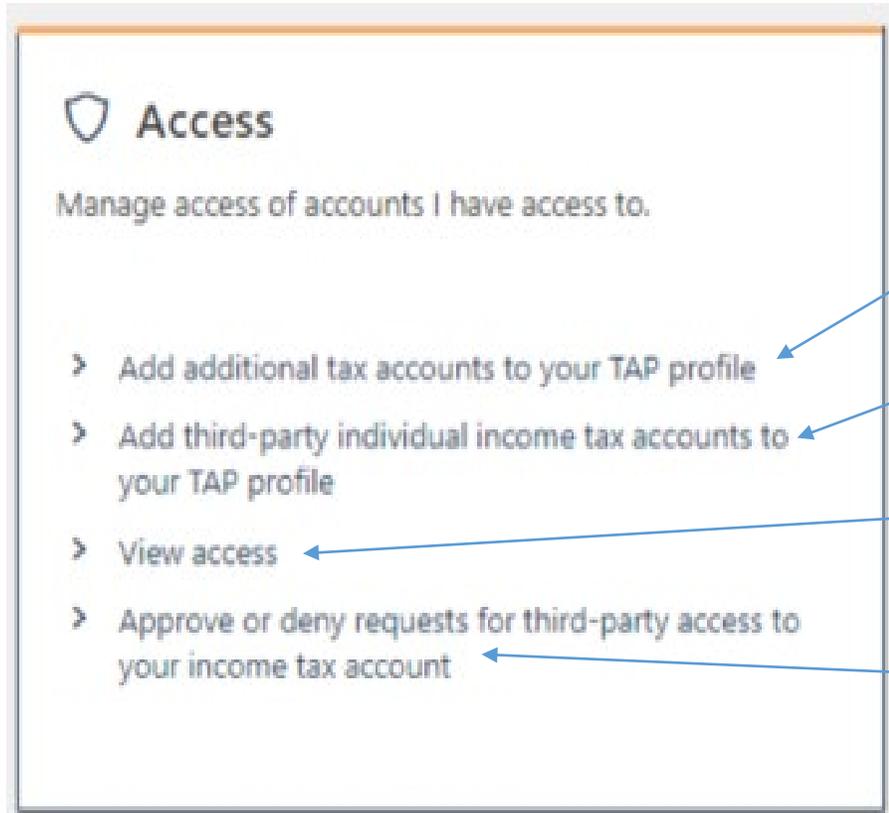
 **Refunds**
View your income tax refund(s) for the last three years.

- > Income tax refund history

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Navigating My Individual Income Tax Account



Access
Manage access of accounts I have access to.

- > Add additional tax accounts to your TAP profile
- > Add third-party individual income tax accounts to your TAP profile
- > View access
- > Approve or deny requests for third-party access to your income tax account

Allows you to add additional Utah business tax accounts to this profile.

Allows you to request access as a third party to others individual income tax accounts (clients, children, etc)

Allows you to view who has access to your account(s)

Allows you to approve or deny requests for third party access to your income tax account



Navigating My Individual Income Tax Account

Payments & Returns

Manage payments and returns for accounts of this customer.

- > Manage returns
- > Manage payments

The payments and returns tab shows the status of all returns and payments. Shows any unpaid balances

Manage Payments and Returns

Accounts: All

Show: Returns

For Periods: All

Status	Period	For	ID
File: Individual Income Tax Return	31-Dec-2022	Individual Income Tax	10001611-002-IIT
Filed: Individual Income Tax Return	31-Dec-2021	Individual Income Tax	10001611-002-IIT
Filed: Individual Income Tax Return	31-Dec-2020	Individual Income Tax	10001611-002-IIT
Filed: Individual Income Tax Return	31-Dec-2019	Individual Income Tax	10001611-002-IIT

Manage Payments and Returns

Accounts: All

Show: Payments

For Periods: All

Status	Balance	Period	For	ID
Make Payment	\$0.00	31-Dec-2023	Individual Income Tax	10001611-002-IIT
Make Payment	\$0.00	31-Dec-2022	Individual Income Tax	10001611-002-IIT
Make Payment	\$0.00	31-Dec-2021	Individual Income Tax	10001611-002-IIT
Make Payment	\$0.00	31-Dec-2020	Individual Income Tax	10001611-002-IIT
Make Payment	\$664.20	31-Dec-2019	Individual Income Tax	10001611-002-IIT



Navigating My Individual Income Tax Account

✉ Messages and Letters

View messages and/or letters I've received from the agency.

- > View letters
- > View messages



Letters

Letters older than 12 months can be found using the search.

DOE, JOHN

***-**-5666

[Inbox](#) [Archived](#) [Search](#)

Letters

[Archive All](#)

Sent	Type	Account	Account ID	Period	
15-Apr-2023	BALANCE DUE GENERAL PERIOD	Individual Income Tax	10001611-002-IIT	31-Dec-2019	Archive
15-Apr-2023	RTN NOTICE OF CHANGE TO RETURN	Individual Income Tax	10001611-002-IIT	31-Dec-2021	Archive

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[Inbox](#) [Archived](#) [Search](#)

Messages

[Archive All](#)

Date	Subject	Name	Account Type	Account ID	Period	
15-Apr-2023	Third Party Access Request Pending					Archive

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Navigating My Individual Income Tax Account

↓ Submissions

Search for previous submissions.

> Search submissions



Pending **Processed**

Submissions

Filter

Confirmation Number	Account ID	Period	Title	Date
Submitted				
0-888-602-624	10001611-002-IIT	31-Dec-2022	Payment for \$2,668.00	15-Apr-2023

Pending **Processed**

Search

Processed From 15-Apr-2022

Processed To

Search

Submissions

Filter

Confirmation Number	Account ID	Period	Title	Date
Processed				
1-055-162-368	10001611-002-IIT	31-Dec-2022	2022 Individual Income Tax Return	15-Apr-2023

Navigating My Individual Income Tax Account

Attachment required for name change

Click on the name hyperlink

Names & Addresses

DOE, JOHN
***-**-5666

Names | Addresses

Defaults

Legal

JOHN DOE

Names & Addresses

View or update names and addresses associated to this customer.

> [Manage names & addresses](#)

Attachments

Required documentation must be attached to submit this request

- Attach one of the following to show proof of your legal name change:
- Social Security Card
 - Marriage document
 - Divorce decree
 - Certificate of naturalization showing a new name
 - Court order approving the name change

The following extensions are valid attachment types: .csv .xls .xlsx .bmp .jpg .png .tif .pdf .txt .doc .docm .docx .dotx.

Name

Legal

Current Legal

JOHN DOE

[Change this name](#)

Names | Addresses

Defaults

Mailing

210 N 1950 W
SLC UT 84134-9000

Click on the address hyperlink to change the address



Navigating My Individual Income Tax Account

Refunds

View your income tax refund(s) for the last three years.

> Income tax refund history

Refund Status

Refund Information

If it has been more than 30 days from the issued date and you still have not received your refund, [click here](#) for more information.

Filing Period	Amount	Status	Issued Date	EFT / Paper Check	EFT/Warrant Number	Information
31-Dec-2021	634.00	Issued	06-Apr-2022		1000650	The refund amount has been applied as a prepayment to your next year's taxes, as requested.
31-Dec-2020	478.00	Issued	18-Mar-2021	EFT	0000010000088	You should receive your refund within 30 days from the date it was issued.

If you have not received your refund within 30 days from the date it was issued, please contact the Utah Division of Finance, Disbursements Office, at taxpayments@utah.gov or by phone at 801-957-7760. You may send an email or leave a voicemail, but do not do both as it may delay the response time.

You will need to provide them with the EFT/Warrant Number. For security reasons, do not provide your SSN or ITIN when contacting the Utah Division of Finance.

Do not contact the Utah Division of Finance before 30 days from the date the refund was issued, as they will be unable to assist you.



Managing Third Party Access



Requesting Third Party Access

- Client or person you are requesting third party access to , must have first created their own TAP profile and added access to their individual income tax account.

CPA, BILLY
***_**-5555
210 N 1950 W
SLC UT 84134-9000

Welcome, CPA1
Manage My Profile

Home Action Center 1 Settings **I Want To...**

Q Filter by keyword or phrase

Access

Manage access of accounts I have access to.

- > Add additional tax accounts to your TAP profile
- > **Add third-party individual income tax accounts to your TAP profile**
- > Approve or deny requests for third-party access to your income tax account
- > Manage Access

Payments & Returns

Manage payments and returns for accounts of this customer.

- > Manage returns
- > Manage payments

Messages and Letters

View messages and/or letters I've received from the agency.

- > View letters
- > View messages

You may add third party access to another persons individual income tax account from your profile – (CPA , accountant, parent, etc)



Requesting Third Party Access

Accountant Center

Third Party Access Request

scarlow@utah.gov

Access

Information ▶ Review and Submit ⋮

Instructions

Before you start this request, the client must have created their own TAP profile before you can request access to their tax account(s).

Preparer Information

The name listed below will be provided to your client for access approval.

Requestor Is: CPA, BILLY -

Client Information

Fill out your client's last name, and choose either their SSN or ITIN.

Client Last Name: Doe

Client ID Type: ITIN SSN

Client SSN: ***-**-5333

Your online session will timeout after 60 minutes of inactivity.

Cancel < Previous **Next** >

You will need to enter the last name and ITIN/SSN for the person you are requesting third party access to



Requesting Third Party Access

< Accountant Center

Confirmation

Thank you for your third party TAP access request.

Client Last Name: Doe

Your confirmation number is **1-229-651-968**.

Your third party request has been sent to your client for approval. You will receive a web notice when it has been approved or denied. 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

Printable View

OK

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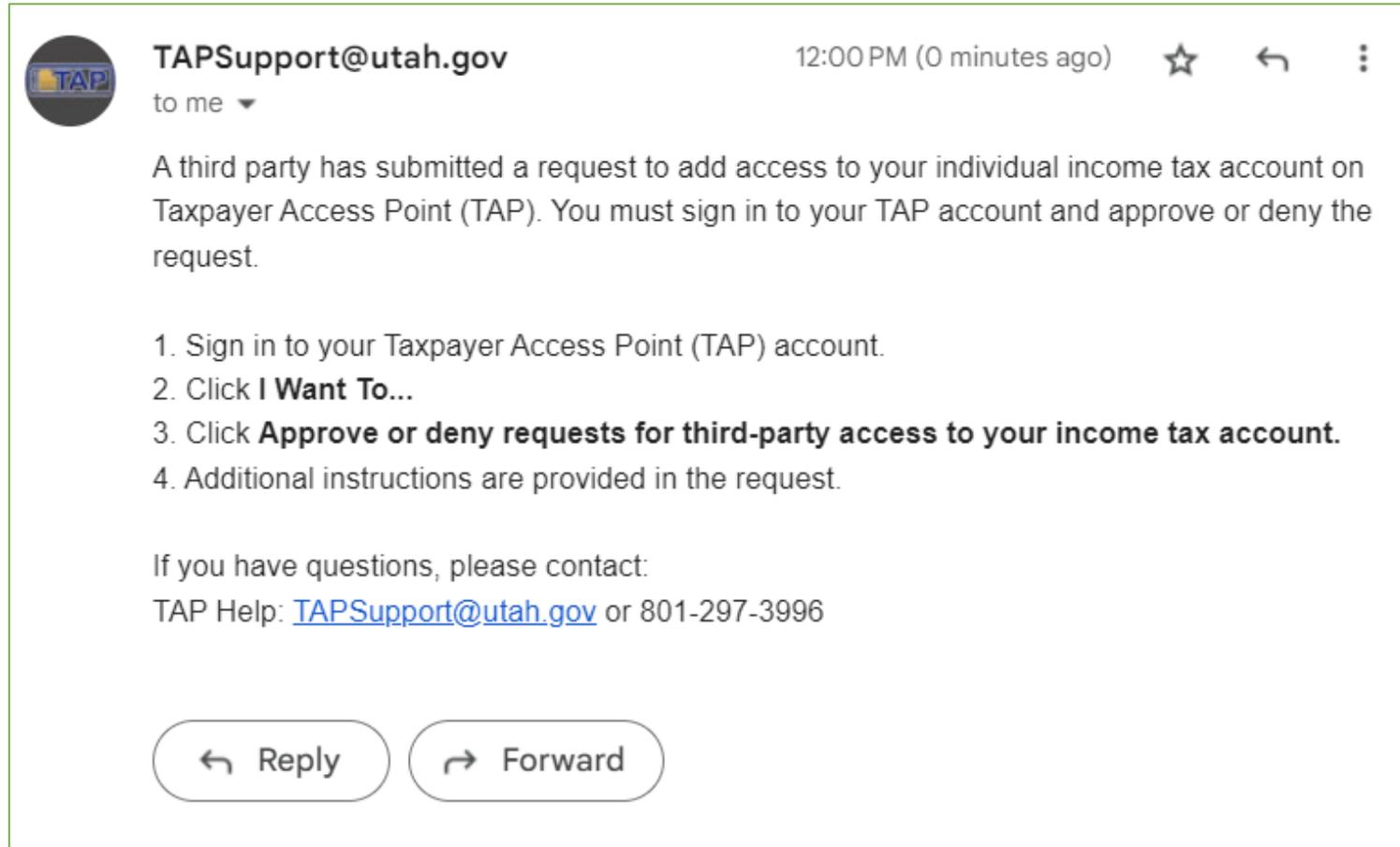
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Approving/Denying Third Party Access

- The person you are requesting third party access to their account will receive an email from TAP Support indicating they must approve or deny the request along with instructions.



Approving/Denying Third Party Access

DOE, JOHN
***-**-5666
210 N 1950 W
SLC UT 84134-9000

Welcome, Johndoe1
[Manage My Profile](#)

Home Action Center ² Settings **I Want To...**

Filter by keyword or phrase

Access

Manage access of accounts I have access to.

- > Add additional tax accounts to your TAP profile
- > Add third-party individual income tax accounts to your TAP profile
- > **Approve or deny requests for third-party access to your income tax account**
- > Manage Access

Payments & Returns

Manage payments and returns for accounts of this customer.

- > Manage returns
- > Manage payments

Messages and Letters

View messages and/or letters I've received from the agency.

- > View letters
- > View messages

The person for which the third party access was requested for, will need to approve or deny the request for access



Approving/Denying Third Party Access

In Progress Approved Denied

Instructions

The requester(s) listed below have requested third-party access to your individual income tax account. By approving the request, you allow the requester to file returns, make payments, view correspondence, and much more. You can deny the request if you are unsure or do not want to allow access.

If approved, you can manage their access to your tax information from your TAP account.

Requester Name	Requested	Approve	Deny
CPA, BILLY -	15-Apr-2023	Approve	Deny

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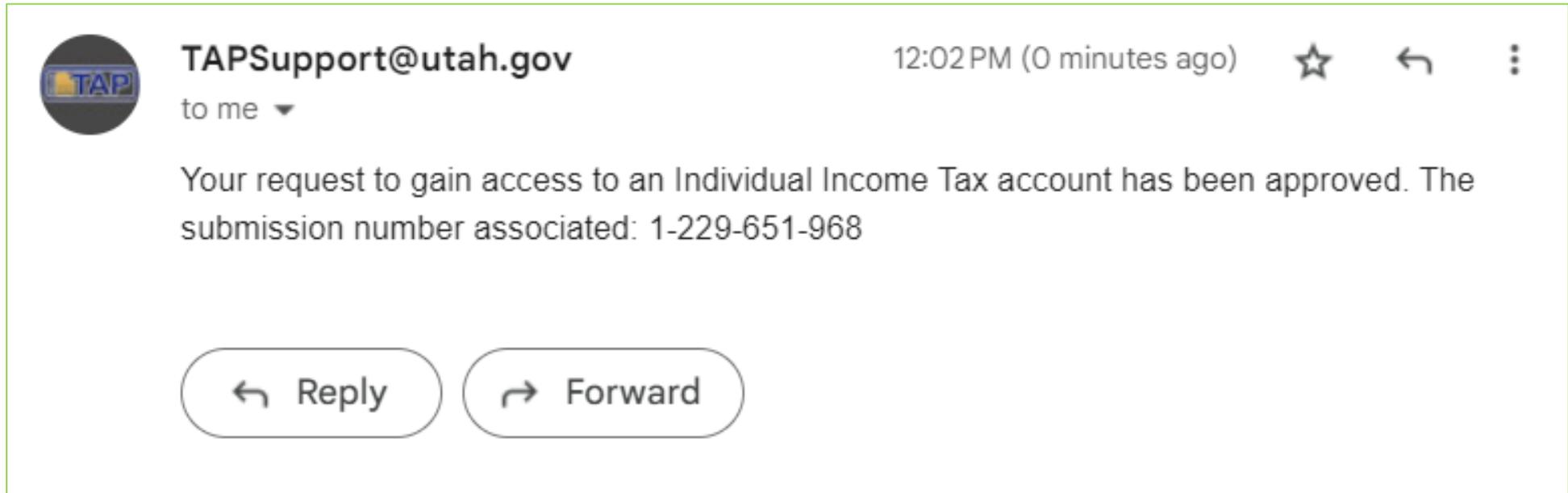
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You may click on the Approve or Deny links



Approving/Denying Third Party Access

- Email will be sent to the person that requested the third party access to your tax account indicating whether the request was approved for denied.



Managing Third Party Access

- You may manage access that a third party may have within your individual income tax account. The access will default to allow the third party to file returns, make payments, view letters and view all account information on periods within the last 3 years or any periods with a balance.

DOE, JOHN
***-**-5666
210 N 1950 W
SLC UT 84134-9000

Welcome, Johndoe1
[Manage My Profile](#) ¹

Home Action Center ² Settings I Want To...

Filter

Individual Income Tax
DOE, JOHN
210 N 1950 W
SLC UT 84134-9000
Action Center Items ²

Period: 31-Dec-2022 > File now
Individual Income Tax Return
Due
18-Apr-2023

From your profile, click on the "Manage My Profile" link



Managing Third Party Access

Manage My Profile
scarlow@utah.gov

Profile Action Center ¹ **More...**

🔍 *Filter by keyword or phrase*

Access
Manage access of accounts I have access to.

- > Manage your access
- > **Manage third party access**
- > Delete My Profile
- > Reactivate business account access

Other Users
Manage users who are asso

- > Manage additional pro



Managing Third Party Access

< Manage My Profile

Third Party Access

These settings determine if accountants or third parties can request access to your accounts and what level of access they are initially given. If not allowed, they will be prevented from requesting access to your accounts.

Allowed : Yes
Default Access : Account Manager
Default Account Access : File Returns and Make Payments

You may change the defaults for ALL third party logon's by clicking these links

Profiles

Filter

Profiles	Name	Email
Active		
CPA1		scarlow@utah.gov

You may manage for a particular third party by clicking the user name link



Managing Third Party Access

< Third Party Access

Third Party Logon

Administrator

CPA1

scarlow@utah.gov

> Manage Account Access

Access

Access Settings for CPA1

Manage

Filter

DOE, JOHN - ***-**-5666

General Access		Account Manager	
Individual Income Tax	10001611-002-IIT	File Returns and Make Payments	All Periods



Managing Third Party Access

Account Security

Individual Income Tax

10001611-002-IIT

DOE, JOHN

Account

Account Security

Logon : CPA1

Access Level : File and Pay

[Cancel access to this account](#)

You can manage or cancel the access for the third party logon.



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Managing Third Party Access

Account Security

Individual Income Tax
10001611-002-IIT
DOE, JOHN

Settings

Account Security

Type of Access
File Returns and Make Payments

Periods Logon Has Access To
All Periods

Settings

Account Security

Type of Access
File Returns and Make Payments

- File Returns
- File Returns and Make Payments
- Make Payments
- View

Account Security

Type of Access
File Returns and Make Payments

Periods Logon Has Access To
All Periods

- All Periods
- Periods from a Specific Date
- Periods Within a Date Range



TAP No Logon Functionality



TAP No Logon Functionality

Filter by keyword or phrase

Returns

Without signing in, you can file these returns, download and import return templates.

- > File your current year individual income tax return
- > Download return templates
- > Import your TC-109, TC-116, or TC-23 template
- > File your County Reimbursement - TC-90CY

Payments

Make your payment.

- > Make an e-Check payment
- > Make a credit card payment

Apply Online

File these applications online.

- > Apply for tax account(s) - TC-69
- > Apply for a waiver or a pay plan
- > Apply for a letter of good standing

Refunds

Check your income tax or renter refund status. Verify your identity if you have received a letter from us.

- > Check your refund status
- > Verify My Identity
- > Take identity verification quiz OR verify your return

Tools

Find your submission, check sales tax rates, or update your pay plan email.

- > Find your submission
- > Lookup sales tax rates
- > Update your pay plan email

Send us

Send requested documents to us online.

- > Send us your documents
- > Send us your power of attorney form
- > Send us your identity verification documents

No logon TAP functionality is not changing. You may still file a tax return or check the status of your refund for the current tax year without creating a TAP profile. You can still make payments and direct where you would like those payments to be applied.

Submission of documents ,identity and income verification steps must still be done through the no log in process. You are unable to do identity verification or submit documents while signed into your TAP profile.



Utah State Tax Commission Resources

Contact Us	
Practitioner Hotline	801-297-7790 or 1-800-662-4335 ext. 7790
Customer Service – payment processing & liens	801-297-2200 or 1-800-662-4335
Taxpayer Resources Unit – basic tax questions	801-297-7705 or 1-800-662-4335 ext. 7705
TAP Support	801-297-3996 or 1-800-662-4335 ext. 3996 Email: tapsupport@utah.gov
Taxpayer Advocate Service	801-297-7562 or 1-800-662-4335 ext. 7562
Email	taxmaster@utah.gov
Online Resources	
Tax Commission Website	tax.utah.gov
Forms and Publications	tax.utah.gov/forms
Online Services (TAP)	tap.utah.gov
Tax Practitioner Information	tax.utah.gov/taxpros
Individual Income Tax	incometax.utah.gov
Tax Training	tax.utah.gov/training



THANK YOU

