

File TC-62S/M Sales and Use Tax Return

Sales and use tax returns, schedules and sales-related tax returns must be filed electronically on TAP.

1. Click the **File Now** link to file the return for the current filing period, OR Click the **File, view, or amend returns** link in the Account panel to file current and prior returns.

MY SALES ACCOUNT Welcome, Salesaccount
Manage My Profile

**-*1111
210 N 1950 W
SALT LAKE CITY UT 84134-9000

[Home](#) [Action Center ²](#) [Settings](#) [I Want To...](#)

Sales and Use Tax

MY SALES ACCOUNT
210 N 1950 W
SALT LAKE CITY UT 84134-9000
[Action Center Items ¹](#)

Period: 31-Dec-2020 > File now

Sales and Use Tax Return > Download return templates

Due
01-Feb-2021

Account > Make a payment

15090715-002-STC **1** > File, view, or amend returns

Balance > Request waiver, payment plan, or payment plan email

\$0.00

2. Click the **File Return** link for the period you are filing.

Returns Balance **\$0.00** > Make a payment

Sales and Use Tax
15090715-002-STC
MY SALES ACCOUNT

[Periods](#) [Returns](#)

Periods Show History ¹

Period	Balance	
31-Mar-2021	\$0.00	File Return - due on 4/30/2021 2
31-Dec-2020	\$0.00	File Return - due on 2/1/2021

3. Review the Return Information and click **Next**.
Note: If you need to add or close an outlet or make account changes click **Yes** to the *Return Information* question. TAP will tell you what schedules (if applicable) or other sales related forms you may need to file.

Sales and Use Tax Return

Current Filing Requirements

Return Information Help

Do you need to make a change to your tax account?

No Yes **3**

You will file form:

TC62M Multiple places of business

You will file the following schedule(s) with this return:

- Schedule A Sales of NON-FOOD and PREPARED FOOD from fixed Utah locations
- Schedule J Sales of NON-FOOD and PREPARED FOOD from places other than fixed Utah locations

- 4. If you choose to file with the excel template (Tax Commission only version) you can attach it using the **Import Your Return** link.
Note: For manual entry, click **Next** to skip import option.

The screenshot shows the 'Sales and Use Tax Return' progress bar with 'Current Filing Requirements' checked and 'Import Return' selected. Below the progress bar, the 'Import Your Return' section contains a link 'Import Your Return' with a green square containing the number '4'. A blue banner at the bottom of the section states: 'Your online session will timeout after 60 minutes of inactivity. Save your work if you will be away from your computer.' At the bottom of the page are buttons for 'Cancel', 'Save Draft', '< Previous', and 'Next >'.

Click **Choose File** and attach your saved template.

This screenshot is similar to the previous one but includes a 'Select a file to import:' dialog box. The dialog box has a 'Choose File' button, the text 'No file chosen', and 'Cancel' and 'OK' buttons at the bottom. The background interface is dimmed.

- 5. Begin on line 1. You can click in applicable fields to enter amounts. TAP will calculate your return for you.
Note: If you take a line 6 adjustment, you can attach supporting documentation at a later step.

The screenshot shows the 'Sales and Use Tax Return' progress bar with 'Current Filing Requirements' and 'Import Return' checked, and 'Taxable Sales Detail' selected. The 'Taxable Sales Detail' section contains the following fields:
1. Total sales of goods and services: 100,000.00 (with a green square containing '5')
2. Exempt sales included in line 1: 0.00
3. Taxable sales: 100,000.00
4. Goods purchased tax free and used by you: 0.00
5. Total taxable amounts: 100,000.00
6. Adjustments: 0.00
7. Net taxable sales and purchases: 100,000.00
Below line 6, there is a text prompt: 'If you entered an amount in line 6, you must provide an explanation of the adjustment(s) below' followed by a text input area. A blue banner at the bottom of the section states: 'Your online session will timeout after 60 minutes of inactivity. Save your work if you will be away from your computer.' At the bottom of the page are buttons for 'Cancel', 'Save Draft', '< Previous', and 'Next >'.

6. *Schedule A* (fixed location sales) enter total sales in the *Net Taxable Sales* box.

Sales and Use Tax Return

Current Filing Requirements Import Return Taxable Sales Detail **Schedule A**

Filter **6**

Location	Outlet Number	County/City Code	Net Taxable Sales	Tax Rate	Sales & Use Tax
MY SALES ACCOUNT 210 N 1950 W SALT LAKE CITY UT 841349000	0001	18-122	0.00	0.0775	0.00
MY SALES ACCOUNT 100 S 5300 W HURRICANE UT 847372905	0002	27-008	0.00	0.0675	0.00

7. *Schedule J* (non-fixed location sales) click in the *Location* box to select location.

8. Enter total sales in the *Net Taxable Sales* box for each location.

Sales and Use Tax Return

Current Filing Requirements Import Return Taxable Sales Detail **Schedule A** Schedule J

Instructions
Select the location and enter the net taxable sales below.

Filter **7** **8**

Location	County	County/City Code	Net Taxable Sales	Tax Rate	Sales & Use Tax

9. *Schedule Summary* review and click **Next** if correct or **Previous** to make corrections.

Sales and Use Tax Return

Requirements Import Return Taxable Sales Detail Schedule A Schedule J **Schedule Summary**

Schedule Summary **9**

Total taxable sales schedule A 0.00	Total sales & use tax schedule A 0.00
Total taxable sales schedule J 0.00	Total sales & use tax schedule J 0.00

10. *Tax Calculation* will auto calculate the return for you.

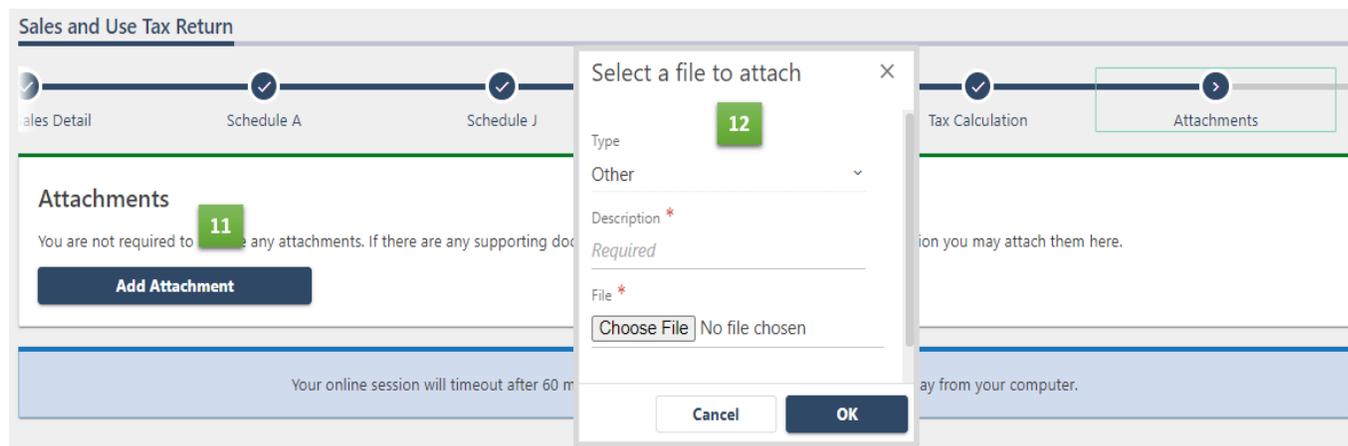
Sales and Use Tax Return

Return Taxable Sales Detail Schedule A Schedule J Schedule Summary **Tax Calculation**

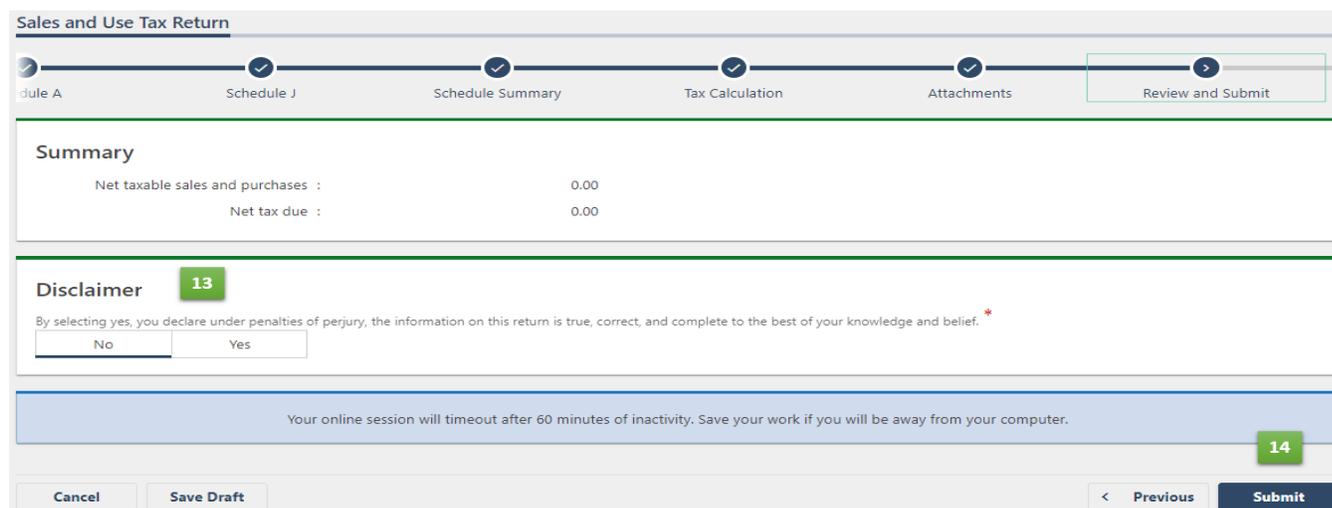
Tax Calculation **10** [Help](#)

<p>8a. Non-food and prepared food</p> <p>Sales tax 0.00</p> <p>8b. Grocery food</p> <p>Sales tax 0.00</p>	<p>9. Total tax 0.00</p> <p>10. Residential fuel</p> <p>Residential fuel amount 0.00</p> <p>Residential fuel rate 0.0285</p> <p>Residential fuel tax 0.00</p> <p>11. Total state and local taxes due 0.00</p>	<p>14. Net tax due 0.00</p> <p>If line 14 is negative, please provide an explanation for negative tax.</p>
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11. Click **Add Attachment** to attach any supporting documentation.
12. Click **Choose File** to select your files, complete required fields, and click **OK**.



13. Select **Yes** to the *Disclaimer* question.
14. Click **Submit** and enter your password to file your return.
Note: *Save Draft* does not file your return.



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

