

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.

3. Click the link for the option you need.

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 .

W-2

Manual Entry

Excel Import

Fixed Length File Upload (.txt file)

W-2C

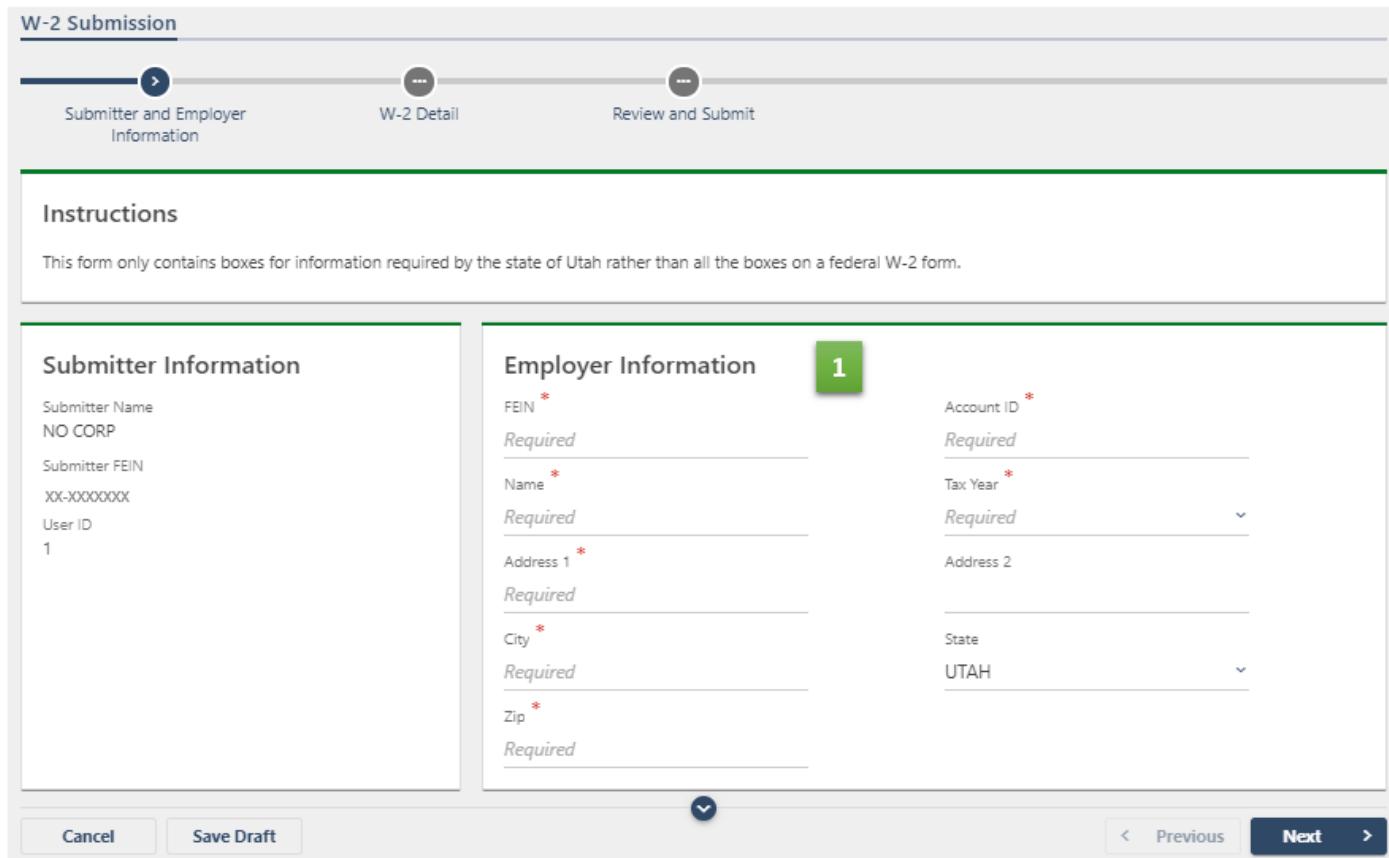
Manual Entry

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

Submitter and Employer Information 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

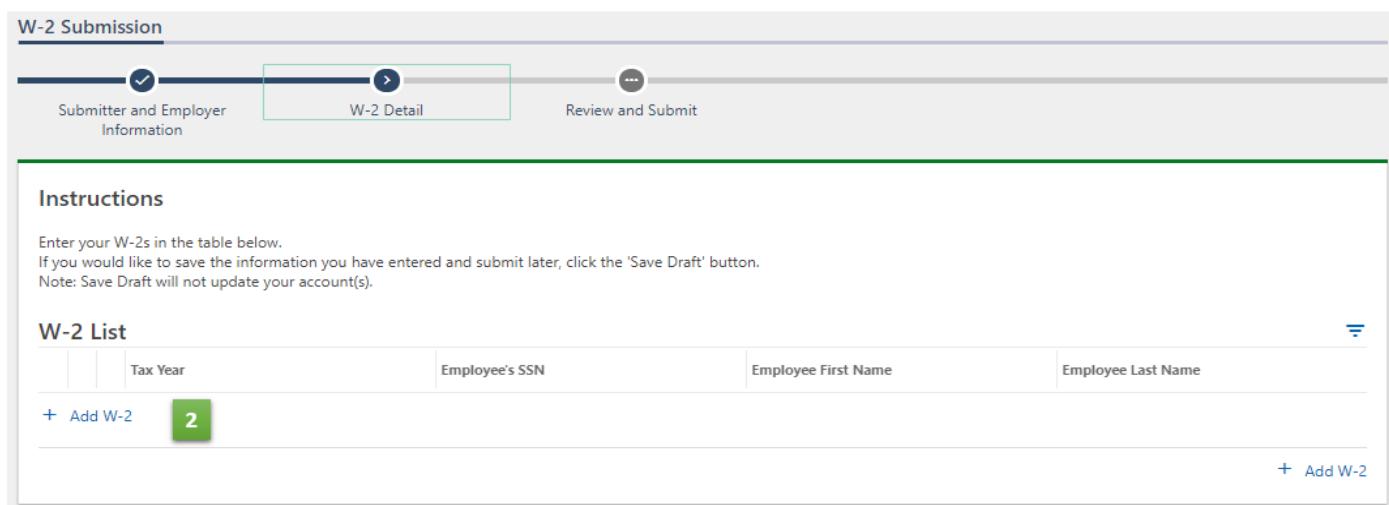
FEIN * *Required*
Name * *Required*
Address 1 * *Required*
City * *Required*
Zip * *Required*

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

Submitter and Employer Information **W-2 Detail** 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 of 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

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-2s: 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

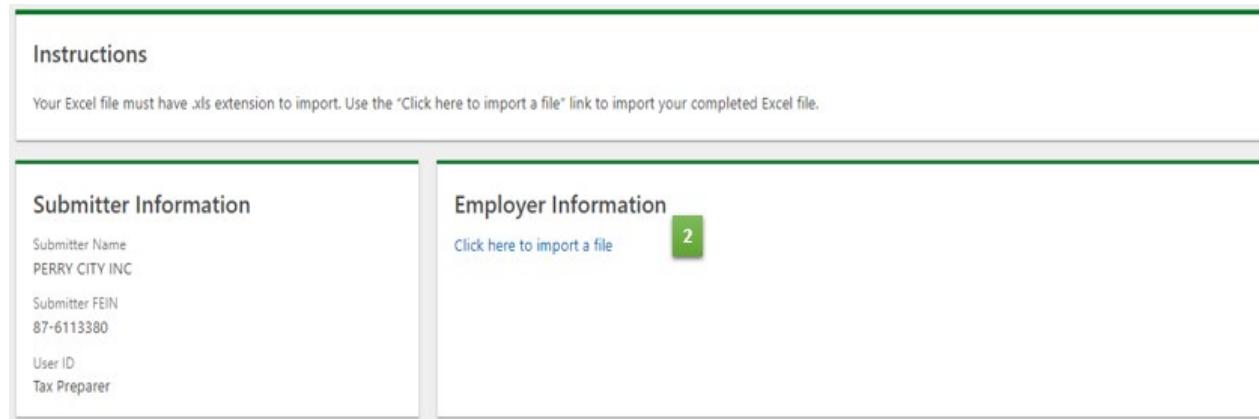
OK

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



Instructions

Your Excel file must have .xls extension to import. Use the "Click here to import a file" link to import your completed Excel file.

Submitter Information

Submitter Name
PERRY CITY INC

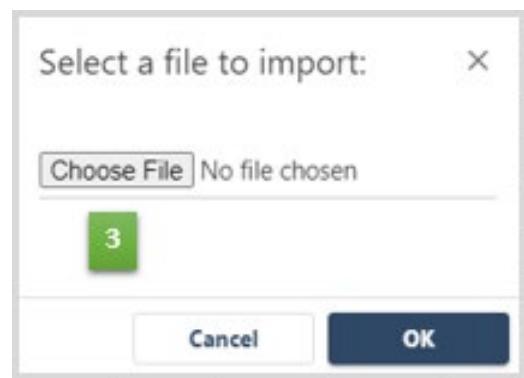
Submitter FEIN
87-6113380

User ID
Tax Preparer

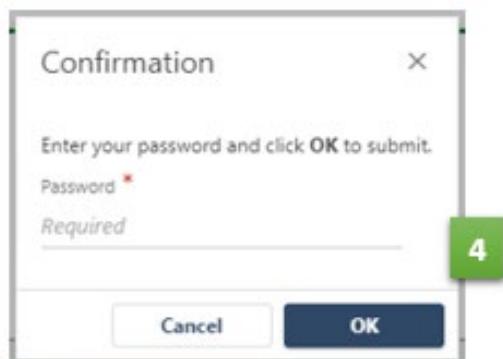
Employer Information

Click here to import a file 2

3. Click **Choose File**, select your saved excel file and click **OK**.
Continue though rest of process to *Submit* your return.



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



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**

Fixed File Submission

Fixed Length File

Instructions

- Click "Add Attachment" to add files, then follow the prompts to choose a file type, enter a description, and select the file.
- This submission can contain up to three 60 mb files. The files are validated as you upload, and any errors are listed.
- Use these same steps for testing a file, but click Cancel to delete without uploading. Test files must contain valid data.

Submitter Name Submitter FEIN User ID

I hereby state that I am the submitter listed above and I have legal authority to transmit the information included in this submission. I declare under penalty provided by law that the information included in the submission 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 1

Attachments

| Type | Name | Description | Size |
|---------------------------|------|-------------|------|
| There are no attachments. | | | |

2 Add Attachment

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

Cancel Previous Submit

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

Select a file to attach X

Type *
Required

Description *
Required

File *
Choose File No file chosen

3

Cancel OK

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

Attachments

| Type | Name | Description | Size | Actions |
|---------|---------|-------------|------|----------|
| W2 Data | W-2.txt | 2020 W-2s | | 3 Remove |

Add Attachment

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

4

Cancel Previous Submit

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](#)