

# 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/business/training/webinars/#past](https://tax.utah.gov/business/training/webinars/#past)

## Tax Webinars & Videos

Each month, the Tax Commission holds live public webinars on various tax topics, with access to the recording after the event. We'll also add other training items here as needed. The links will appear below as they're available.

### Next Webinar

#### ✔ Taxpayer Access Point

When: **Thursday February 19, 2026**

Time: **10:00am, Mountain Time**

Description: Join us to look at the ins and out of the Taxpayer Access Point (TAP) System. We will talk about the registration process as well as the many functions that can be performed through our portal.

[Register](#)

### Upcoming Webinars & Trainings

FEB 10:00 am - 11:00 am  
**19 February Monthly Webinar – Taxpayer Access Point**

MAR 10:00 am - 11:00 am  
**19 Utah State Tax Commission Monthly Webinar**

[View Calendar](#)

[View a list of previous trainings.](#)

## Previous Webinars and Trainings

Information presented in past webinar recordings is current as of the date of the recording and may not reflect legislative and other subsequent changes. For the most up-to-date information, please refer to [News and Publications](#) and our [Recent Info and Tax Law Changes](#) page.

Date	Title	Category/Tax Type	Video Link
2025-11-20	Utah Employer Withholding Taxes - Submitting Withholding Documents	Withholding Tax	<a href="#">Video Link</a>   <a href="#">PDF</a>
2025-10-16	Utah Sales Tax Compliance Topics	Sales Tax	<a href="#">Video Link</a>   <a href="#">PDF</a>
2025-09-18	Utah Individual Income Additions and Subtractions from Income	Income Tax	<a href="#">Video Link</a>   <a href="#">PDF</a>
2025-08-21	Special Events Sales Tax – Promoters and Vendors	Sales Tax	<a href="#">Video Link</a>   <a href="#">PDF</a>
2025-07-17	Utah Tax Collection Topics	Collections	<a href="#">Video Link</a>   <a href="#">PDF</a>
2025-06-19	Sales Tax Resources and Publications	Sales Tax	<a href="#">Video Link</a>   <a href="#">PDF</a>
2025-05-15	What is Taxable and What is Exempt from Sales Tax	Sales Tax	<a href="#">Video Link</a>   <a href="#">PDF</a>
2025-04-17	Sales Tax Licensing Requirements and Application Process	Sales Tax	<a href="#">Video Link</a>   <a href="#">PDF</a>
2025-03-27	Income Tax Credit Review Part-2	Income Tax	<a href="#">Video Link</a>   <a href="#">PDF</a>
2025-02-20	Income Tax Credit Review Part-1	Income Tax	<a href="#">Video Link</a>   <a href="#">PDF</a>
2025-01-16	What's new for the 2024 Income Tax season	Income Tax	<a href="#">Video Link</a>   <a href="#">PDF</a>
2024-12-19	Construction Industry Sales and Use Tax	Sales Tax	<a href="#">Video Link</a>   <a href="#">PDF</a>



# Taxpayer Access Point (TAP)



# TAP No Login



# The Returns Box

First Row, First Column



## 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-90CR
- > File SALT Report
- > Report Low Income Housing Credit Allocation



> File your current year individual income tax return

- With this link you can file your current year individual income tax return
- The return must be your original return (no amended returns)
- How to file or amend previous returns will be covered in the Logged in section later in this presentation.



## Select Credits

If you answered 'Yes' to any of the questions below, you will enter the credit amount(s) in

Do you have apportionable non-refundable credits to report?

Yes	No
-----	----

Do you have non-apportionable non-refundable credits to report?

Yes	No
-----	----

Do you have nonapportionable refundable credits to report?

Yes	No
-----	----

Do you have apportionable refundable credits to report?

Yes	No
-----	----

[Help](#)

[Help](#)

[Help](#)

[Help](#)



The most helpful thing when filing your return is the Help button that is on every page, sometimes multiple times.

The Help button is a link that will open a new tab to our tax website concerning the page that you are looking at. For instance...

If you don't know if you have any apportionable non-refundable credits, then you can just hit the Help button. This will open a new tab which will show you what those credits are and have links to the specific credit so that you can read what the credit is and if you qualify.

Do you have apportionable non-refundable credits to report?

Yes

No

Help

## Apportionable Credits

Apportionable nonrefundable credits can reduce your income tax to zero, but any credit greater than the tax will not be refunded.

Enter the following apportionable nonrefundable credits (credits that must be apportioned for nonresidents and part-year residents) that apply. Attach TC-40A to your return.

Write the **code and amount** of each apportionable nonrefundable credit in Part 3. Add the amounts and carry the total to TC-40, line 24.

### Codes for Apportionable Nonrefundable Credits, TC-40A Part 3

- **04** – Capital gain transactions credit
- **18** – Retirement credit
- **20** – Utah my529 credit
- **23** – Health benefit plan credit
- **26** – Gold and silver coin sale credit
- **AH** – Social Security benefits credit
- **AJ** – Military retirement credit
- **AM** – Earned income tax credit
- **AS** – Nonrefundable adoption expenses credit
- **AT** – Child Tax Credit



# What if I want to save what I did and come back later?

- On the bottom left of each screen you can press Save Draft.
- For individual income tax returns you have 30 days to come back and finish or it will be deleted.
- We do not accept printed transcripts of these saved returns.



Here is what the confirmation page of a saved draft looks like.

## Confirmation



# UTAH'S TAXPAYER ACCESS POINT

Feb 10, 2026, 14:15:20 (Mountain Time) & TC-40 Ind Income 2025 (FT)

Thank you for using TAP. Your return has been

**SAVED.**

Notice the big red word "SAVED"

You will need to record your confirmation code now to access your return later.

**THE CONFIRMATION CODE WILL NOT BE EMAILED TO YOU.**

### NEXT STEPS

1. Gather the information you need to complete your return.
2. Record confirmation code **xwc5kd**. You must have it and email [REDACTED] to access your return again in the **next 30 days**.  
*Note: You have 30 days to complete your return; otherwise, it will be deleted, and you will need to start a new return submission in TAP.*
3. Print this screen and your return for your records.
4. If you need help with this request, please use one of the contacts below and give this number to the representative: **1-819-079-488**.
  - TAP Help: [TAPSupport@utah.gov](mailto:TAPSupport@utah.gov) or 801-297-3996
  - Income Tax: [Taxmaster@utah.gov](mailto:Taxmaster@utah.gov) or 801-297-2200 (800-662-4335)

This code is helpful if you call our help line



This is where you can download templates and their instructions for most of the various tax returns

> [Download return templates](#)



### Instructions

Click a link below to download a template or instructions. Fill out templates and save as Excel .xls files. Log into your TAP account to upload your save

### Select a Tax Type

[Beer Taxes](#)

[Cigarette / Tobacco Taxes](#)

[Fuel Taxes](#)

[O & G Conservation and Severance Taxes](#)

[Insurance Taxes](#)

[State and Local Tax \(Salt\) Report](#)

[Property Taxes](#)

[Sales Taxes](#)

[Telecom Taxes](#)

[Withholding Taxes](#)

[Low Income Housing Credit Allocation Report](#)

[Local Impact Mitigation Taxes](#)



# Sales tax related templates being the most common

## Sales Taxes

### TC-62M

[TC-62M Template](#)

### TC-62E

[TC-62E Template](#)

[TC-62E Instructions](#)

### TC-62T

[TC-62T Template](#)

[TC-62T Instructions](#)

### TC-62W

[TC-62W Template](#)

[TC-62W Instructions](#)

### TC-62F

[TC-62F Template](#)

[TC-62F Instructions](#)

### TC-62L

[TC-62L Template - January 2022 and After](#)

[TC-62L Instructions - January 2022 and After](#)

[TC-62L Template - December 2021 and Prior](#)

[TC-62L Instructions - December 2021 and Prior](#)





## 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-90CR
- > File SALT Report
- > Report Low Income Housing Credit Allocation

Here is where you can upload these three specific templates.

All other templates will need to be uploaded while logged in.


This is also where you will file your SALT (state and local tax) report, this is also known as the PTE Credit.

You are unable to file SALT while logged in.



You can make non logged in payment here.

### First Row, Second Column



**Payments**

Make a payment using one of our easy and secure payment options. We accept bank account (ACH) or a credit/debit card.

[> Make a payment](#)



When you make a non logged in payment, you will be provided with a confirmation code. Be sure to keep this code so you can review or cancel it. It will also be very helpful if you end up needing to call us about it.

# Payment Information

To avoid future issues, when selecting your payment type, make sure to select the correct one.

Payment Type \*

Required

Required

Return/Period Payment

Prepayment

Audit Payment

Account Payment

The Return/Period Payment and Prepayment are the most commonly used ones.

Audit Payments should only be used if you are paying on an audit.

Avoid using Account Payment at all costs. The other three types allow you to choose which filing period the payment will be applied to. The Account Payment does not and will often be applied to a period that you did not intend.



Filing Frequency

Annual

Filing Period End Date

31-Dec-2025

Payment Amount \*

Required

Payment Type

Account Payment

Payment Amount \*

Required

## Apply Online First Row, Third Column



### Apply Online

File these applications online.

- > Apply for a tax account(s) - TC-69
- > Apply for a waiver or a pay plan
- > Apply for a letter of good standing
- > Apply for a Religious and Charitable Sales Tax Exemption Number - TC-160
- > Apply for a Corporate Franchise or Income Tax Exemption - TC-161



## > Apply for a tax account(s) - TC-69

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The TC-69 is the form to request a new tax account to be opened or to reactivate a previous account.

It takes up to two weeks to process at which time we will send an email with your registration letter which will include your account number. We also send out a physical letter with the PIN.

It is vital that you know the below information as entering anything that is incomplete or incorrect will delay the account being opened as we will have to request the paperwork that has the correct information on it.



### Acknowledge

**This registration is to obtain tax account(s) for the Utah State Tax Commission only.**

To complete this registration, you will need to know:

- Your organizational structure. (e.g. Sole Proprietor, LLC, Corporation, etc.)
- Your Federal Employer ID Number. If you do not have one, see [irs.gov](https://www.irs.gov) for information to obtain this number. NOTE: For a Sole Proprietor applying for Sales and Use Tax licenses only, an FEIN is not required.
- Name, Home Address and Social Security Number of Each Owner/Officer listed. NOTE: Social Security Numbers are required.

I have read and understand the requirements needed to complete this business registration.

 Yes No

The TC-69 is also where you would start if you would like to be a Third-Party Preparer and upload various tax returns, W-2, 1099s, etc...

Note that if you select yes to this question, you will not be requesting any tax accounts to be opened. You will only be asking to be entered into our system as a third-party preparer.

## Instruction

Is the company you are registering a Payroll Service or Third Party Preparer filing solely on behalf of clients? \*

Yes	No
-----	----



## > Apply for a waiver or a pay plan

You can request a waiver or a pay plan for Individual Income Taxes only while not logged in.

To apply for a business waiver or pay plan you would need to be logged in to their TAP account.

We recommend perusing Publication 17 when requesting a waiver so that you can know what we consider to be Reasonable Cause.

**These requests are for Individual Income taxes only.** If you are a business, you must sign in to your TAP account to request a waiver and/or payment plan.

### 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.



## > Apply for a letter of good standing

To qualify for a letter of good standing you must:

- Have a tax account
- Have filed and paid on all open periods for all tax accounts
- All corporations must file an income tax return for every year they are incorporated in Utah, even if no business was done
- All corporations that are exempt from income tax must have filed the one-time form TC-160 for a 501c3 or TC-161. These forms can also be found in the Apply Online box.

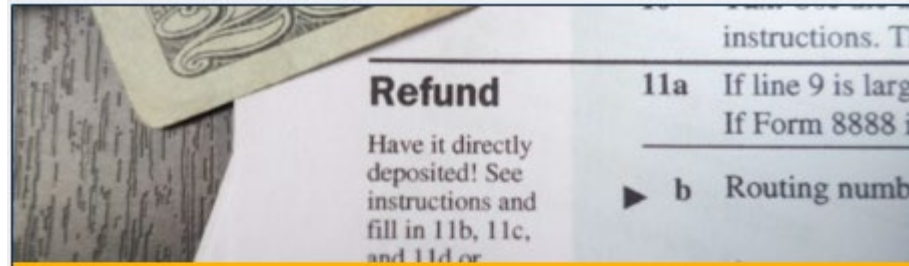
> Apply for a Religious and Charitable Sales Tax Exemption Number - TC-160

> Apply for a Corporate Franchise or Income Tax Exemption - TC-161



# Refunds

Row 2, Column 1



## Refunds

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

> [Verify My Identity](#)

> [Check your refund status](#)



Note that you will only use Verify My Identity if you have received a letter from us

---

## > Check your refund status

---

You can check your refund status for the tax year that is due to be filed within the current Calander year.

Example: If you check your refund status on Feb 19, 2026, you will only be able to see your status for the 2025 Tax year, even if you just filed 2024.



# Tools

Row 2, Column 2



## Tools

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

- > Find your submission
- > Lookup sales tax rates
- > Penalty and Interest Estimator
- > Update your pay plan email
- > Cigarette, Tobacco, Cannabinoid Products



> Find your submission

- > Continue Editing
- > Withdraw
- > Print

## Find a Submission

### Search for an Existing Submission

Email \*

Required

Confirmation Code

pds8sq

Find your submission is where you can review recently completed items or continue editing your recently saved drafts. Once you enter your email and confirmation code the available options will be in the upper right corner.

As a reminder the confirmation codes are not emailed to you.

Submissions are posted to the tax commission every workday evening. Meaning that if you completed a payment or return and realized it was in error within the same day, you can just find your submission and withdraw it. Also, if you submit something on the weekend, you have until Monday evening to edit/withdraw it.

Credit Card payments may not be withdrawn.



## Sales Tax Rate Lookup

Rate for zip code 84134-9000 is 8.4500%.

Lookup by Street Address

Lookup by 9 digit ZIP Code (ZIP+4)

Street 1

210 N 1950 W

Street 2

City

Salt Lake City

State

UTAH

5 Digit Zip Code

84134

**Standardized Postal Service Address**

210 N 1950 W SALT LAKE CITY UT 841349000

**Get Rate**



## Lookup Results

Zip Code

84134-9000

City

Fairpark Dist

County

Salt Lake County

County City Code

18-602

Taxable Amount

0.00

Rate

8.45%

**Rate Found**

Tax

0.00

Total

0.00

Lookup sales tax rates allows you to enter either the full 9 digit ZIP code or the street address to find the current tax rate.

In this example I entered the Tax Commissions address and found that the rate is 8.45%.

Be careful however, as it will give you the rate at that moment. Tax rates can change quarterly and so if you look at this on March 31<sup>st</sup> you may get a different answer if you look on April 1<sup>st</sup>.

The below link has the rate charts and generally has the next period's chart ready about a month or two before. It also has the most recent sales tax rate changes in one convention PDF.

<https://tax.utah.gov/business/sales-tax/sales/rates/>



## Tools

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

> Find your submission

> Lookup sales tax rates

> Penalty and Interest Estimator

> Update your pay plan email

Cigarette, Tobacco, Cannabinoid Products

If you are paying the current year income taxes late, you can use this to estimate the penalties and interest.

If you have ever wondered what businesses are licensed distributors of Tobacco or Cannabinoid products, you can find them listed here.



# Send us

Row 2, Column 3



## 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](#)
- > [Send us your TC-721A](#)
- > [Send us your Special Event Participation List](#)





## 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
- > Send us your TC-721A
- > Send us your Special Event Participation List

Be sure to look carefully at letters where we are requesting documents be uploaded to us. Some request that you click on the Send us your documents and others will request that you click on Send us your identity verification documents.

Car dealers will upload their forms here

If you need to send your special event participation list, you would do so here.



## > Send us your power of attorney form

We are committed to strengthening the protection of everyone's information, especially information that could be used to steal their identity. Therefore, we are changing the power of attorney form requiring that it be notarized. The implementation of this change has been delayed until after the tax season.

Below is the currently accepted documents keeping in mind that if it is not the TC-737 the Utah taxes must be specifically called out on the form. Lastly, changing a form after it has been signed is fraud.

### Acceptable Documents

- TC-737, Power of Attorney and Declaration of Representative (USTC)
- Federal Form, 2848, Power of Attorney and Declaration of Representative
- Military Power of Attorney
- Official Substitute POA forms received directly from Third Party Service Providers (e.g. ADP, Fleet Services)
- Any letter or correspondence taking the form of a POA as long as the signature of the taxpayer granting the authorization is notarized
- Any official court document granting legal (POA) authorization for someone to act in behalf of another specified taxpayer

**NOTE:** A POA must include the following information:

- Tax type(s)
- Social Security Number, ITIN, FEIN, or Account Number
- Tax Period(s)
- Appeal number(s) (if applicable)

Each POA must indicate what information may be disclosed to the representative.



# Resources

Row 3, Column 1



## Resources

Find help, frequently asked questions, useful details about TAP, or information on interest and penalties.

- > [FAQs](#)
- > [Are you new to TAP?](#)
- > [Publication 58, Utah Interest and Penalties](#)
- > [Report a tax violation](#)
- > [Technical support information](#)
- > [Check maintenance downtime](#)





## Resources

Find help, frequently asked questions, useful details about TAP, or information on interest and penalties.

- > FAQs
- > Are you new to TAP?
- > Publication 58, Utah Interest and Penalties
- > Report a tax violation
- > Technical support information
- > Check maintenance downtime

There are some great resources here that will link you to our tax.Utah.gov page:  
FAQs on a variety of topics  
A guide on things to know if you are new to TAP  
Technical support information  
Checking maintenance downtimes

Lastly, you can report tax violations. You can do so anonymously, or you can leave your contact information incase we need additional information.

You will not be notified of the outcome of your report.



# From the Home Screen you can Sign in, or if you do not have a profile, select Sign Up

**UTAH**  
An official website



Taxpayer Access Point  
Utah State Tax Commission

Gentax Production Support Testing - UTT

Tax Commission



Taxpayer Access Point



Username

**Sign In**

Forgot username?

Or

**Sign in with a passkey**

Don't have a profile?  
**Sign Up**

[Why sign up?](#)



# Steps to create your tap account

< Home

Sign Up

### Create an Account

Name  
Melissa Test

Username  
MelissaTest02

Email  
melissa.tax@utah.gov

Email has been verified

### Password

Password  
.....

Confirm Password  
.....

Passwords can not be re-used

Minimum 8 characters

Passwords must be mixed case and contain at least one number

### Phone Number

Country  
USA

Type  
Cell Phone

Phone Number  
(801) 852-8525

+1 (801) 852-8525

[+ Add a secondary phone](#)

Cancel

< Previous

Next >



You will need your last filed return. This information must match our records so you will also need any Notice of Change letters we have sent. If we have not processed your most recent return, you will need the previous year or to wait until your return has been processed.

### Account Registration: Individual Income Tax (IIT)

Select ID Type \*

ITIN	Social Security #
------	-------------------

ID Number \*

Required

### 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?



# Individual Income Tax (IIT) on TAP

- What is available?
- TC-40
  - File, view or amend the current and previous 2 years' tax returns
  - Print a return transcript for the current and previous 2 years
  - View refund issues for the current and previous 2 tax years
  - Make payments
  - View account balances
  - View certain letters
  - Request a payment agreement or waiver of penalty and interest
  - Change name and/or address
  - View previous logged in submissions
  - Manage access by third parties



# Individual Income Tax (IIT) on TAP

- **What is NOT available?**
  - 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
  - Submission of requested documentation
  - Filing of trust returns, TC-41



# Submitters for business tax accounts can not add access to Individual Income Tax (IIT) accounts

< Accountant Center

## Add Access to an Existing Account

Melissa  
melissabuckley@utah.gov

Instructions Account Access

**Which type of account do you need to access? !**

Business Access  
Adds access to a business tax account. Most common for business owners or employees.

Individual Access  
Adds access to your personal individual income tax account.

Adding access to individual income tax accounts is not permitted for submitters.

Your online session will timeout after 60 minutes of inactivity.

Cancel < Previous Next >



# Setting up your new TAP Profile:

**Melissa**

melissa.tax@utah.gov

+1 (801) 852-8525



Select Add Access to accounts or Register as a Submitter

Welcome, Melissa

[Manage My Profile](#) 1

Home

Filter

**Melissa**

melissa.tax@utah.gov

+1 (801) 852-8525

## Add Access

> [Add access to an existing tax account](#)

You are not connected to any accounts. Add access to file returns, make payments, view balances, amend filings, and manage account information.

## Withholding Tax Submitter

> [Register to submit documents for clients](#)

Register to submit Employer and/or Mineral Production Withholding returns, documents, and payments on behalf of your clients.  
(e.g. W-2, W-2C, 1099, TC-675R, TC-941E & TC-941M)





**i Important Update for Third-Party Withholding Tax Submitters**

We have recently upgraded our online system, **Taxpayer Access Point (TAP)**. If you provide third-party services and file withholding forms (such as W-2s, 1099s, and other payroll documents) on behalf of clients, please be aware of the following changes:

- **New "Submitter" Requirement:** Profiles with third-party access must now be explicitly designated as a "Submitter" to view links for uploading withholding documents.
- **One-Time Setup:** You only need to perform these steps once within a single client account to enable the functionality across your entire profile.
- **Accountant Center Access:** Once registered as a submitter, you will gain access to the "Accountant Center" in TAP, where you can manage returns and payments for all your clients in one place.

**Action Required:** If you are unable to find the links to submit client documents, please follow these steps:

1. Select any withholding client.
2. Click the "I Want To..." link.
3. Select "**Register to submit documents for clients**".
4. Enter **your own information** (FEIN/SSN and Business Name) as the submitter—do not enter your client's information here.
5. Submit the request, log off, and then log back in to activate the new **Accountant Center** features.


**View the Step-by-Step Guide:** For a detailed walkthrough of these changes, please refer to our instructional video: [Adding Submitter Functionality for Third-Party Access](#).

**Need Help?** If you have difficulty submitting documents or cannot complete these steps, please contact the TAP Help team at **801-297-3996** or email [TAPSupport@utah.gov](mailto:TAPSupport@utah.gov).



If you have a profile that was created prior to Dec 15, 2025, and no longer have access to your Accountant Center or are unable to submit clients' files, follow these steps

# To add access to accounts, select the account type from the drop down

 Taxpayer Access Point ? e

[Accountant Center](#)

## Add Access to an Existing Account

Melissa  
melissabuckley@utah.gov

Instructions  Account Access  Account Type

**Account Registration: Restaurant and Customized Food Tax (SPF)**

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

**Choose Account Type**

Account Type

Restaurant and Customized Food

Your online session will timeout after 60 minutes of inactivity.



# Enter the account number and PIN. Ensure the account type matches (SPF) what you selected in the drop down

< Accountant Center

## Add Access to an Existing Account

Melissa  
melissabuckley@utah.gov

Instructions Account Access Account Type Account Information

### Account Registration: Restaurant and Customized Food Tax (SPF)

Your TAP PIN is on your **Personal Identification Number (PIN)** letter.

### Return Information

Account Number  
10094942-002-STR

PIN  
m3nhgt

Your online session will timeout after 60 minutes of inactivity.

Cancel < Previous Next >



## Sales and Use Tax

ANIMALS OF AVATAR

123 S MAIN ST

SLC UT 84111-1917

Action Center Items **10**

**Period: 30-Jun-2025**

▲ Sales and Use Tax Return

Due

**31-Jul-2025**

> File now

> Download return templates

### Account

Quarterly

10102257-004-STC

Balance

**\$0.00**

> Make a Payment

> File, view, or amend returns

> Request waiver, payment plan, or payment plan email

### Sales Location Maintenance

> Add a Sales Location

> Close an existing Sales Location



# Adding a Sales Location

Do not use this for registering cigarette, tobacco, e-cig or cannabinoid locations. Also, if closing a location, do this step first!

## Add Sales Location

Sales and Use Tax

10102257-004-STC

ANIMALS OF AVATAR



Instructions

### Instructions

For existing Sales and Use Tax accounts only.

**1. Add new Utah location(s) before filing your current return.**

- Adding a new location may change the TC-62 form and schedules you file. A license will be issued once the new location is verified.

**2. Important: Do not use this process** to register cigarette, tobacco, e-cigarette, or cannabinoid locations. To add these specific locations, you must apply for a new tax account (TC-69) available on our TAP homepage.

Your online session will timeout after 60 minutes of inactivity.

Cancel

< Previous

Next >



# Select the appropriate location type

Sales Location: Used to register your fixed place of business or a location where inventory is stored.

Construction Material Location: Used for reporting construction material sales within a development zone.

## Add Sales Location

Sales and Use Tax  
10102257-004-STC  
ANIMALS OF AVATAR



Instructions



Location Type

### Location Type

Select the appropriate location type for your reporting:

- Sales Location: Used to register your fixed place of business or a location where inventory is stored.
- Construction Material Location: Used for reporting construction material sales within a development zone.

For more information and definitions, refer to [Publication 25](#).

Sales Location



Your online session will timeout after 60 minutes of inactivity.

Cancel

< Previous

Next >



## Sales Location Details

Provide the details for the location you are adding to your Sales and Use Tax Account.

DBA or Business Location Name

Fire Water

Location Start Date

01-Feb-2026

Business Description: Describe the nature of your business and/or types of products you will sell from this location.

Serving mocktails and specialty beverages

## Certain Sales Location Activities

Lodging Services: Will you provide motel, hotel, trailer court, campground, or other lodging services at this location?

Yes

No

Will you sell motor vehicles, aircraft, watercraft, manufactured homes, modular homes or mobile homes in municipalities imposing the resort communities tax or the state correctional facility tax?

Yes

No

Will you have retail sales of new tires?

Yes

No

Are you a restaurant?

Yes

No

Will you offer rentals of motor vehicles (12,000 pounds or less) or off-road/recreational vehicles for 30 days or less?

Yes

No

## Sales Location Address

Country

USA

Physical street address of business (P.O. Box not acceptable)

123 S MAIN ST

Street 2

Unit Type

Unit #

City

SLC

State

UTAH

Zip Code

84111-1917

County

SALT LAKE

Verify Address

Address has been validated

Your online session will timeout after 60 minutes of inactivity.

Cancel

< Previous

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# Add business location name or DBA, start date, location activities and address


# You can now file the current return by selecting 'File Now' or using the 'File, view, or amend returns' link


Favorites Home Action Center <sup>28</sup> Settings I Want To...

Filter

### Sales and Use Tax

ANIMALS OF AVATAR  
123 S MAIN ST  
SLC UT 84111-1917  
Action Center Items <sup>10</sup>

**Period: 30-Jun-2025** 


 Sales and Use Tax Return

Due  
**31-Jul-2025**

- > File now
- > Download return templates

### Account

Quarterly  
10102257-004-STC  
Balance  
**\$0.00**

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

### Sales Location Maintenance

- > Add a Sales Location
- > Close an existing Sales Location



# This shows periods as well as the status and provides a link to go directly to the desired return

**Returns** Gentax Production Support Testing - UTT \$0.00 [Make a Payment](#)

Sales and Use Tax  
10102257-004-STC  
ANIMALS OF AVATAR

Returns **Periods**

quickly see if you are missing returns

Period	Return	Status	
30-Jun-2025	Sales and Use Tax Return	Overdue	<a href="#">File Now</a>
31-Mar-2025	Sales and Use Tax Return	Overdue	<a href="#">File Now</a>
31-Dec-2024	Sales and Use Tax Return	Overdue	<a href="#">File Now</a>
30-Sep-2024	Sales and Use Tax Return	Overdue	<a href="#">File Now</a>
30-Jun-2024	Sales and Use Tax Return	Overdue	<a href="#">File Now</a>
31-Mar-2024	Sales and Use Tax Return	Overdue	<a href="#">File Now</a>
31-Dec-2023	Sales and Use Tax Return	Overdue	<a href="#">File Now</a>
30-Sep-2023	Sales and Use Tax Return	Overdue	<a href="#">File Now</a>
30-Jun-2023	Sales and Use Tax Return	Overdue	<a href="#">File Now</a>
31-Mar-2023	Sales and Use Tax Return	Overdue	<a href="#">File Now</a>

[Show History](#)



Current Filing Requirements

### Return Information [Help](#)

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

Yes

No

Your tax account must be updated due to a change to multiple selling locations.

### 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

Schedule X Sales exempt from impacted communities tax

# You may need to correct business description attributes



# Enter the sales for your pending location that was just added.

## Instructions for Pending Sales Locations

### 1. New Location Status

The new sales location(s) listed below are currently **pending registration**.

**Note:** If the **Schedule A Pending Locations** is empty, you may disregard this section and proceed with your filing.


### 2. Action Required (If Location(s) are Listed)

- **Enter the Net Taxable Sales** amount for **each** pending **location** in the table below.

### 3. Adding More Locations

To add additional locations, navigate to the **Sales Location Maintenance** section in your account. All new locations must be added here **before** starting your current tax return.

## Schedule A Pending Locations



DBA/Address	County/City Code	Net Taxable Sales	Tax Rate	Calc Sale Tax
FIRE WATER 711 S STATE ST SLC UT 841113821	18-122	0.00	0.0845	0.00



**Upload template, include the sales from your new outlet in the totals.**

**If you are not using a template, click Next**

**Take note of your line 7 total**



Current Filing Requirements  Pending Locations  **Import Return**

### Import Your Return

Click the link below if you would like to import your return from a spreadsheet. When you are ready, click next to input or verify the information. You can no longer import locations that haven't been registered with the Tax Department. In order for a new location to populate onto the return, you must make a separate request to Add a New Sales Location in Sales Location Maintenance panel.

[Import Your Return](#)

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

Current Filing Requirements  Pending Locations  Import Return  **Taxable Sales Detail**

### Taxable Sales Detail

Help

1. Total sales of goods and services	500.00	6. Adjustments	0.00
2. Exempt sales included in line 1	0.00	If you entered an amount in line 6, you must provide an explanation of the adjustment(s) below	
3. Taxable sales	500.00	<div style="border: 1px solid gray; height: 40px;"></div>	
4. Goods purchased tax free and used by you	0.00		
5. Total taxable amounts	500.00	7. Net taxable sales and purchases	500.00

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



# Enter Totals for each Schedule

Schedules may vary by business

Filter

Location	Outlet Number	County/City Code	Net Taxable Sales	Tax Rate	Sales & Use Tax
APPAS ANTIQUES 123 S MAIN ST SLC UT 84	0001	18-122	100.00	0.0845	8.45
FIRE WATER 1234 S MAIN ST SLC UT 841013	0002	18-122	100.00	0.0845	8.45
FIRE WATER 210 N 1950 W SLC UT 8413490	0003	18-602	100.00	0.0845	8.45

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

Cancel Save Draft < Previous Next >

If the combined totals from the new location, and all schedules do not match line 7, you will see this error

**Schedule Summary**

Total taxable sales schedule A	400.00	Total sales & use tax schedule A	33.80
Total taxable sales schedule J	0.00	Total sales & use tax schedule J	0.00
Total taxable sales schedule X	0.00	Total sales & use tax schedule X	0.00

[500.00] [The total taxable sales from all schedules must equal the Net Taxable Sales and Purchases on your return (Taxable Sales Detail, line 7).]



# You will need to go back and review the totals and correct any errors

You will see this once errors are corrected

### Schedule Summary

Total taxable sales schedule A

Total taxable sales schedule J

Total taxable sales schedule X

You will then be able to mark the disclaimer as Yes and submit

### Summary

Net taxable sales and purchases :

Net tax due :

### Disclaimer

By selecting yes, you declare under penalties of perjury

 Yes  No



# Filing Withholding Returns

## Withholding

ANIMALS OF AVATAR

123 S MAIN ST

SLC UT 84111-1917

Action Center Items **15**

Period: 31-Dec-2025

> [Download return templates](#)

✔ Withholding Return

Status

**Ontime-Processed**

## Account

> [Make a Payment](#)

Quarterly

> [File, view, or amend returns](#)

10102257-003-WTH

> [Request waiver, payment plan, or payment plan email](#)

Balance

**\$3,110.51**

> [Make a Payment](#)

> [File, view, or amend returns](#)

> [File W-2s, 1099s, TC-675Rs, Withholding Returns, make bulk ACH payments and view W-2/1099/TC-675R Summary](#)

> [Request waiver, payment plan, or payment plan email](#)



### Instructions

If you have more than ten records to manually enter, we recommend using Utah's Excel template to import your data. Your Excel file  
[Download Excel Template](#)

The fixed length file option requires software to create a .txt file and is required for 250 or more records.  
[Fixed Length File Layout](#)

**For detailed instructions, refer to:**

- [Pub 14 Employer Withholding Tax Guide](#)
- [Online Filing and Paying of Withholding and Mineral Production Taxes](#)

### TC-941E Employer Withholding Return (Filing periods 2018 and after)

Quarterly Filer

[Manual Entry](#)

[Excel Import](#)

[Fixed Length File Upload \(.txt file\)](#)

Annual Filer

[Manual Entry](#)

[Excel Import](#)

[Fixed Length File Upload \(.txt file\)](#)

### TC-941M Mineral Withholding Return (Filing periods 2018 and after)

### Instructions

If you have more than ten records to manually enter, we recommend using Utah's Excel template to import your data. Your Excel file m  
[Download Excel Template](#)

The fixed length file option requires software to create a .txt file and is required for 250 or more records.  
[Fixed Length File Layout](#)

**For detailed instructions, refer to:**

- [Pub 14 Employer Withholding Tax Guide](#)
- [Online Filing and Paying of Withholding and Mineral Production Taxes](#)

### W-2

[Manual Entry](#)

[Excel Import](#)

[Fixed Length File Upload \(.txt file\)](#)

### W-2C

[Manual Entry](#)


[Fixed Length File Upload \(.txt file\)](#)



Submitters can submit multiple withholding Returns for their clients in one submission as well as file W-2's/1099's and make bulk ACH payments.

# Other logged in features:


Welcome, Melissa  
You last logged in on Friday, Feb 13, 2026 4:11:51 PM






 [Manage My Profile](#) 1  
[Accountant Center](#)



## Manage How You Sign In

These authentication methods determine how you sign in to your Taxpayer Access Point profile. Unless you sign in using a passkey or on a trusted browser, you'll be prompted to use two of these methods each time.

 Two-step verification is currently disabled. Would you like to enable it? [Enable](#)

-  **Password** ✔ Last changed February 13 [Change password](#) >  
Use a secure password only you know
-  **Passkeys** ⊖ No passkeys [Add a passkey](#) >  
Sign in without a password using your fingerprint, face, or PIN
-  **Authentication App** ⊖ No authentication app [Set up an authentication app](#) >  
Use an authentication app to generate a security code
-  **Phones** ⊖ No phones [Add a phone](#) >  
Receive a security code by text message
-  **Emails** ⊖ No emails [Add an email](#) >  
Receive a security code by email

## Security Questions

To protect your account, these security questions will allow you to reset your password in the future if you forget it.

Security Question

What is your mother's maiden name?



# Printing Sales Tax Licenses

[Favorites](#)
[Home](#)
[Action Center <sup>31</sup>](#)
[Settings](#)
[I Want To...](#)

### My Access

Manage access of accounts I have access to.

- > Add access to another tax account
- > Add third-party individual income tax accounts to your TAP profile
- > View access
- > Request to close account(s)

### Payments and 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 agency.

- > View messages
- > View letters ←

### Submissions

Search for previous submissions.

- > Search submissions

### Names and Addresses

View or update names and addresses associated to this customer.

- > Manage names & addresses

## Letters

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

ANIMALS OF AVATAR  
\*\*-\*\*\*6987

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

---

### Search

Sent From:

Sent To:

**Search**

---

### Letters

Sent	Type	Account	Account ID
13-Feb-2026	LICENSE SALES TAX	Sales and Use Tax	10102257-004-STC
13-Feb-2026	LICENSE SALES TAX	Sales and Use Tax	10102257-004-STC
25-Sep-2025	LICENSE SALES TAX	Sales and Use Tax	10102257-004-STC



If you need to cancel a payment that has been submitted but not yet processed or withdraw a return that is not yet processed, navigate to the 'I want to' tab OR the 'Accountant Center' click 'Search submissions



Pending Processed Withdrawn				
Submissions <span style="float: right;">Filter</span>				
Confirmation Number	Account ID	Period	Submission	Date
1-563-574-272	10102257-003-WTH		Payment for \$50.00	17-Feb-2026
0-919-486-464	10102257-003-WTH	30-Sep-2025	TC-941E	17-Feb-2026

### Submitted

Confirmation #  
1-563-574-272  
Submitted 17-Feb-2026 09:45:41 by Melissa

★ > [Cancel Payment](#)

### Submitted

Confirmation #  
0-919-486-464  
Submitted 17-Feb-2026 09:44:45 by Melissa

★ > [Edit](#)  
> [Withdraw](#)  
> [Print](#)



Credit card payments can not be withdrawn

# 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: <a href="mailto:tapsupport@utah.gov">tapsupport@utah.gov</a>
Taxpayer Advocate Service	801-297-7562 or 1-800-662-4335 ext. 7562
Email	<a href="mailto:taxmaster@utah.gov">taxmaster@utah.gov</a>
Online Resources	
Tax Commission Website	<a href="http://tax.utah.gov">tax.utah.gov</a>
Forms and Publications	<a href="http://tax.utah.gov/forms">tax.utah.gov/forms</a>
Online Services (TAP)	<a href="http://tap.utah.gov">tap.utah.gov</a>
Tax Practitioner Information	<a href="http://tax.utah.gov/taxpros">tax.utah.gov/taxpros</a>
Individual Income Tax	<a href="http://incometax.utah.gov">incometax.utah.gov</a>
Tax Training	<a href="http://tax.utah.gov/training">tax.utah.gov/training</a>
Social Media	X (formerly Twitter) : @UtahStateTax Instagram: - <a href="https://www.instagram.com/utahstatetaxcommission">utahstatetaxcommission</a> Facebook: Utah State Tax Commission

