



Utah State Tax Commission

Adding Submitter Functionality to a Third-Party Access Profile for Withholding Submissions



Taxpayer Access Point

Background

- There was a recent upgrade to our online system Taxpayer Access Point (TAP). We are hearing from submitters of W-2's, 1099's and other withholding documents having difficulty finding where to submit these documents.
- These steps are now required to be made for sign ins that have **third- party access** to client's accounts.
- If your TAP registration is already designated as a submitter, or you are submitting documents for your own business, you will not need to take these steps.



Adding Submitter Functionality to a Third-Party Access Profile for Submitting Withholding Documents

Logon

Bob Jones
scarlow@utah.gov

Welcome, Bob Jones
You last logged in on Thursday, Jan 22, 2026 9:34:21 AM
[Manage My Profile](#)

All Favorites Recent Action Center

Who do you want to work with?

Filter

CARL'S FAST FOOD ☆ Add to Favorites
_*3333
210 N 1950 W SALT LAKE CITY UT 84134-9000

LARRY'S LAWN CARE ☆ Add to Favorites
_*5555
210 N 1950 W SLC UT 84134-9000

RANDY'S T SHIRT COMPANY ☆ Add to Favorites
_*1111
210 N 1950 W SALT LAKE CITY UT 84134-9000

We can see that Bob Jones has Third Party access to multiple client's accounts. We can also see that he does not have any links to upload W-2's, 1099's and other payroll withholding related documents.

We need to add submitter functionality so he can submit these documents on behalf of clients.



Logon

Bob Jones
scarlow@utah.gov

Welcome, Bob Jones

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You may add payroll submitter functionality to a third-party profile by clicking into any of your withholding client's accounts. You will only need to do this in ONE account.

Who do you want to work with?

Filter

CARL'S FAST FOOD

_*3333

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 [Add to Favorites](#)

RANDY'S T SHIRT COMPANY

_*1111

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 [Add to Favorites](#)



< Work with Someone Else

CARL'S FAST FOOD

_*3333

210 N 1950 W
SALT LAKE CITY UT 84134-9000

☆ Add to Favorites

Welcome, Bob Jones

You last logged in on Thursday, Jan 22, 2026 9:34:21 AM

[Manage My Profile](#) 1

Click the "I Want To" link

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

Filter

Withholding

CARL'S FAST FOOD
210 N 1950 W
SALT LAKE CITY UT 84134-9000

Account

Quarterly
10116471-002-WTH

Balance
\$0.00

- > 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



CARL'S FAST FOOD

_*3333

210 N 1950 W
SALT LAKE CITY UT 84134-9000

☆ [Add to Favorites](#)

Welcome, Bob Jones

You last logged in on Thursday, Jan 22, 2026 3:06:30 PM

[Manage My Profile](#) 

Click the "Register to submit documents for clients" link

🔍 *Filter by keyword or phrase*

🛡️ 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

📄 Withholding Tax Submitter

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)

- > Register to submit documents for clients

📁 Payments and Returns

Manage payments and returns for accounts of this customer.

- > Manage returns
- > Manage payments



DO NOT enter clients Information

Designate as Submitter

Bob Jones
scarlow@utah.gov

Information

It is **VERY IMPORTANT** that you enter **your information** in these fields, **not the information for the clients in which you are submitting the information** for. This will be the **SUBMITTERS** information.

Instructions

You must enter the following information to continue:

- Social Security Number (SSN)
- First/Last name

OR

- Federal Employer ID Number (FEIN)
- DBA or Business name

Do not include punctuation in the DBA/Business name.

Please note: Designated submitters can add access to business tax accounts, but they are not permitted to access individual income tax accounts.

Business Information

ID Type

Federal Employer ID Number

ID

_*2222

Name Type

First/Last Name

Business Name

Business Name

BOBS ACCOUNTING SERVICES

I hereby state I am the agent and have legal authority to submit tax information for all entities I will access in TAP. I declare under penalty provided by law that this information is accurate, current, and complete to the best of my knowledge and I will promptly update or correct any information that is inaccurate, not current or incomplete.

Yes

No

Click the "Next" button below when all fields have been completed

Cancel

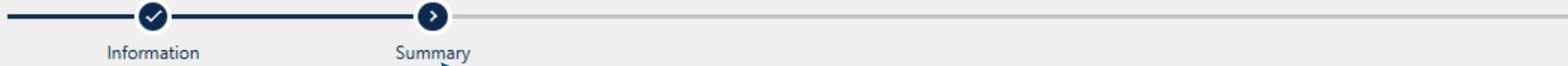
< Previous

Next >



Designate as Submitter

Bob Jones
scarlow@utah.gov



Business Information

ID Type

Federal Employer ID Number

ID

_*2222

Name Type

First/Last Name

Business Name

Business Name

BOBS ACCOUNTING SERVICES

I hereby state I am the agent and have legal authority to submit tax information for all entities I will access in TAP. I declare under penalty provided by law that this information is accurate, current, and complete to the best of my knowledge and I will promptly update or correct any information that is inaccurate, not current or incomplete.

Yes

No

You will see a summary screen. If this information is correct, click the "Next" button below.

REMEMBER – This must be the **submitters** information, not your client's information

Your online session will timeout after 60 minutes of inactivity.

Cancel

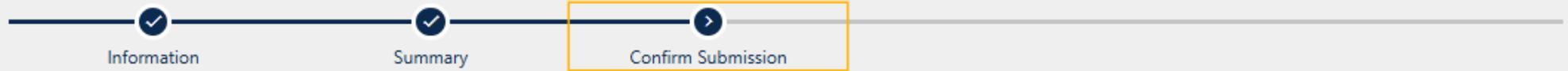
< Previous

Next >



Designate as Submitter

Bob Jones
scarlow@utah.gov



Confirm Submission

To finalize this submission, enter your password and click **Submit**.

* Password

You will enter your TAP password and click "Submit" at the bottom of the screen

Your online session will timeout after 60 minutes of inactivity.

Cancel

< Previous

Submit



Confirmation



Jan 22, 2026, 10:50:48 (Mountain Time)

Designate as Submitter

Thank you for using TAP.

Your confirmation number is **0-123-456-789**

Your request has been submitted.

Note: Submissions received after 5 p.m. (MDT) may take up to 2 business days to process.

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

OK

You will receive a confirmation that you have submitted this request. Click the "OK" button below



< Work with Someone Else

CARL'S FAST FOOD

_*3333
210 N 1950 W
SALT LAKE CITY UT 84134-9000
★ Add to Favorites

At this point you will need to log out of Taxpayer Access Point (TAP) and log back in

Bob Jones

My Profile

Log Off

Home Action Center Settings I Want To...

🔍 Filter by keyword or phrase

🛡️ 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

📁 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 from the 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





Sign back into Taxpayer Access Point (TAP) using your Username and Password

Username

Sign In

Forgot username?

Or

 **Sign in with a passkey**

Don't have a profile?
Sign Up

Why sign up?



Logon

Bob Jones
scarlow@utah.gov

Welcome, Bob Jones

You last logged in on Thursday, Jan 22, 2026 10:59:46 AM

[Manage My Profile](#) 1

[Accountant Center](#)

All Favorites Recent Action Center

Who do you want to work with?

Filter

You now have access to your submitter link, and you have access to the "Accountant Center" in TAP.

Click into the "Accountant Center"

BOBS ACCOUNTING SERVICES

_*2222

210 N 1950 W SALT LAKE CITY UT 84134-9000

[☆ Add to Favorites](#)

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_*3333

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_*1111

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[☆ Add to Favorites](#)



Accountant Center

Bob Jones
scarlow@utah.gov

Accountant Center Action Center

🔍 Filter by keyword or phrase

📄 Account Access

Add access to client's or my accounts.

> Add tax accounts to your TAP profile

📄 Submitter

Submit my client's Withholding returns/documents and/or mineral Production Withholding.

> File W-2s, 1099s, TC-675Rs, Withholding Returns, and make bulk ACH payments

↓ Submissions

Search for previous submissions.

> Search submissions

✉ Messages and Letters

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

> View messages

You can now file W-2's, 1099's, TC-675R's and withholding returns on behalf of your clients

This is where you will go to add access to additional client's accounts



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 must have .xls extension to import.

[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 \(.txt file\)](#)

Withholding Actions

[W-2 / W-2C](#)

[1099](#)

[TC-675R](#)

[TC-941E / 941M \(Filing periods 2018 and after\)](#)

[TC-941 / 941R \(Filing periods 2017 and prior\)](#)

[Make Payments](#)

Fixed File Submission

Bob Jones
scarlow@utah.gov

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

BOBS ACCOUNTING SERVICES

Submitter FEIN

88-2222222

User ID

BJones

Attachments

Type

Name

Description

Size

There are no attachments.

[Add Attachment](#)

It is important if you are submitting a fixed length file that the submitter information in TAP matches the submitter id on your .txt file you are uploading. The file upload will error in TAP if these do not match.





Utah State Tax Commission

Contact Information

- If you are having difficulty submitting your withholding documents or are unable to duplicate the steps shown in this guide, please contact our office at 801-297-7705.

