



# **Sales and Use Tax on TAP**

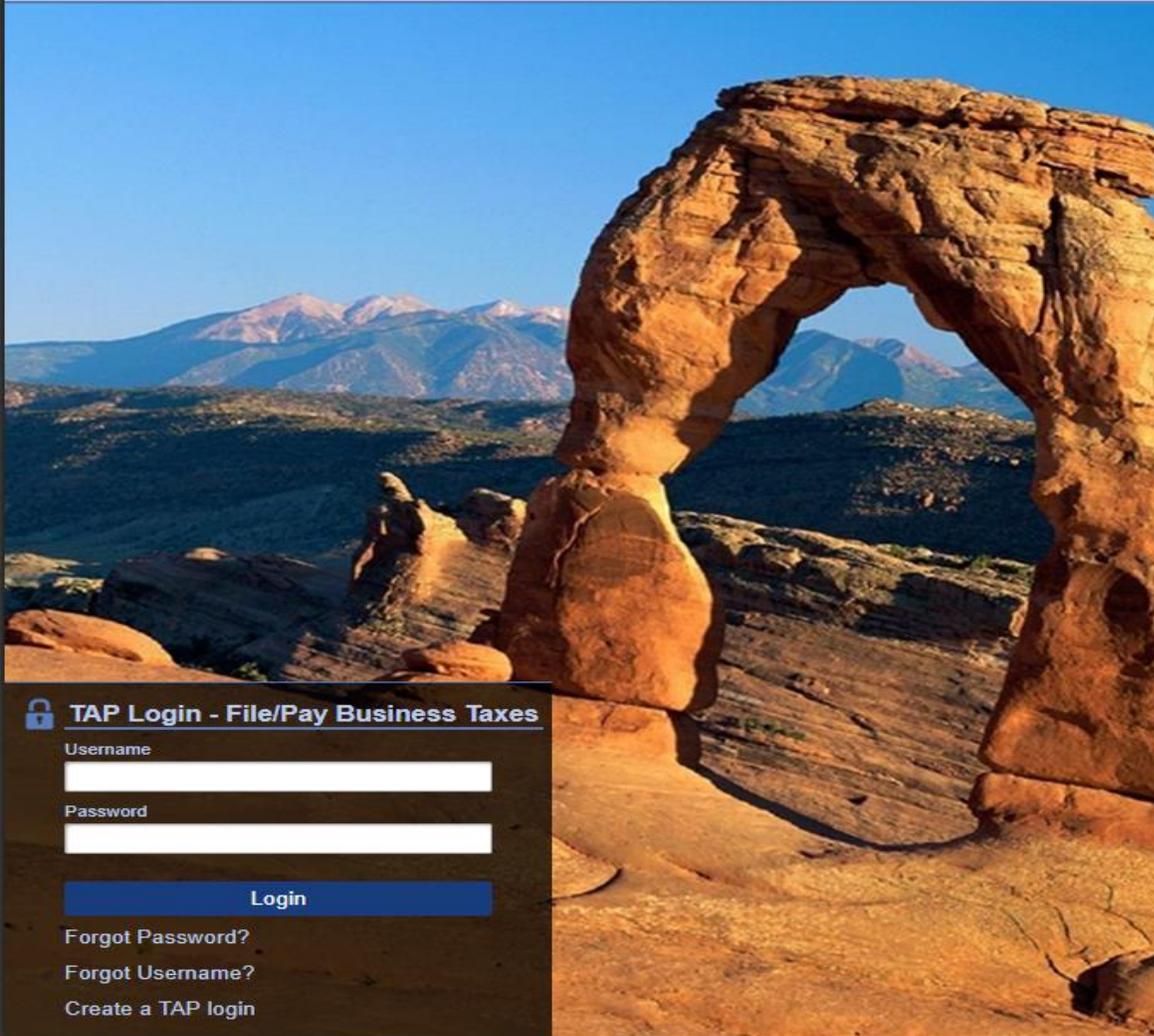
**Presented by  
Utah State Tax Commission**



# UTAH'S TAXPAYER ACCESS POINT

Home

Home



## TAP Login - File/Pay Business Taxes

Username

Password

Login

[Forgot Password?](#)

[Forgot Username?](#)

[Create a TAP login](#)

## Individual

[File Current Income Tax Return](#)

[Where's My Refund?](#)

[Penalty & Interest Calculator](#)

[Identity Protection Verification](#)

[Attach & Submit ID Verification Documents](#)

[Request Waiver, Payment Plan, E-Reminder](#)

[File Current Renter Refund \(Circuit Breaker\)](#)

## Business

[Download Return Templates](#)

[Import Return Template](#)

[Lookup Sales Tax Rates](#)

[TC90CY County Reimbursement](#)

[Application for a Letter of Good Standing](#)

[Register a Business \(Tax Commission Only\)](#)

## I Want To

[Find a Submission](#)

[Make e-Check Payment](#)

[Make Credit Card Payment](#)

[Withholding \(WTH\) Resources](#)

[Help Manual](#)

[FAQs](#)

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# tap.utah.gov

# Filing a return

The screenshot shows the Utah Taxpayer Access Point (TAP) website. At the top, the logo features the word "TAP" in a stylized font with "UTAH" written vertically to its left. To the right of the logo, the text "UTAH'S TAXPAYER ACCESS POINT" is displayed in white on a red background. Below this is a dark blue navigation bar with a "Home" link, "Settings" (with a gear icon), and "Log Off" (with a lock icon). A secondary bar contains a "Home" link with a house icon. The main content area is divided into three sections: "Logon" showing the user "taxtraining@utah.gov" with a "Balance: \$0.00"; "Alerts" showing "There are no alerts"; and "I Want To" with links for "Add Access to an Account", "Request Waiver, Payment Plan, E-Reminder", "Manage Returns", "Manage Payments", and "Download Return Templates". A horizontal menu below these sections includes "Accounts", "Submissions", "Correspondence", "Names and Addresses", and "Logons". The "Accounts" section is active, showing a "Filter" input field and a table with one account entry: "Sales and Use Tax" (ID: 14869000-002-STC, Name: MY SALES TAX ACCOUNT, Balance: \$0.00). A mouse cursor is pointing at the "Sales and Use Tax" link. The footer contains links for "Utah.gov Home", "Utah.gov Terms of Use", "Utah.gov Privacy Policy", and "Translate Utah.gov", along with a copyright notice for 2019.

**UTAH'S TAXPAYER ACCESS POINT**

Home Settings Log Off

Home

**Logon** Alerts I Want To

> taxtraining@utah.gov  
Last logged on 31-May-2019  
**Balance: \$0.00**

✓ There are no alerts

[Add Access to an Account](#)  
[Request Waiver, Payment Plan, E-Reminder](#)  
[Manage Returns](#)  
[Manage Payments](#)  
[Download Return Templates](#)

Accounts Submissions Correspondence Names and Addresses Logons

**Accounts** [View Accounts](#)

Filter

<a href="#">Sales and Use Tax</a>	14869000-002-STC	MY SALES TAX ACCOUNT	\$0.00
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# UTAH'S TAXPAYER ACCESS POINT

## Sales and Use Tax

Settings Log Off

Home > Sales and Use Tax

### Account

MY SALES TAX ACCOUNT  
\*\*-\*\*\*2222

Sales and Use Tax  
Quarterly  
14869000-002-STC

Balance: \$0.00

### Account Alerts

- File return for 31-Mar-2019
- File return for 31-Dec-2018

### I Want To

- Request to Close Account
- Request Waiver, Payment Plan, E-Reminder
- Manage Payments
- Manage Returns
- Download Return Templates
- Make a payment

Periods Submissions Correspondence Names and Addresses Logons

### Periods

View Periods

30-Sep-2019	\$0.00	Outstanding	File Return - due on 10/31/2019
30-Jun-2019	\$0.00	Outstanding	File Return - due on 7/31/2019
31-Mar-2019	\$0.00	Overdue	File Return - due on 4/30/2019
31-Dec-2018	\$0.00	Overdue	File Return - due on 1/31/2019

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## Sales and Use Tax Return

Settings

Log Off

Home > Sales and Use Tax > Sales and Use Tax Return



TC-62 S/M Utah Sales & Use Tax - 12/31/2018 - MY SALES TAX ACCOUNT

**In Progress**

- ✓ STEP 1: [Current Attributes](#)
- ✓ STEP 1A: [Change Attributes or Outlets](#)
- ✓ STEP 2: [Review Attributes](#)

**NEXT STEP** STEP 3: [Tax Detail](#)

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

Import

Submit

Save

Cancel

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## Step 1A:

Taxpayers can close Outlets (other locations)

Add additional new outlets

- File same as paper return.
- Report line 6 adjustments for: Special Events, excess tax collected, cash discounts, returned goods etc.

The screenshot shows a tax software interface with a dark blue header and a light gray sidebar on the left. The main content area is white and contains the following fields:

- Filing period end: 31-Dec-2018
- Filing frequency: Quarterly
- Date due: 31-Jan-2019
- Amended return:
- If amended, please explain why you are amending your return: [Empty text box]

**TAXABLE SALES DETAIL**

1. Total sales of goods and services	1,500,000.00
<a href="#">Line 1 help</a>	
2. Exempt sales included in line 1	0.00
<a href="#">Line 2 help</a>	
3. Taxable sales	1,500,000.00
4. Goods purchased tax free and used by you	0.00
<a href="#">Line 4 help</a>	
5. Total taxable amounts	1,500,000.00
6. Adjustments	0.00
<a href="#">Line 6 help</a>	
If line 6. not equal to \$0.00, please explain line 6. adjustment(s).	
	[Empty text box]
7. Net taxable sales and purchases	1,500,000.00

At the bottom right, there are two buttons: "OK" and "Cancel".

## TAX CALCULATION

### 8. Tax calculation

.. a.) Non-food and prepared food sales

.. a.) Non-food and prepared food tax rate

.. a.) Non-food and prepared food sales tax

#### [Line 8a help](#)

.. b.) Grocery food sales

.. b.) Grocery food tax rate

.. b.) Grocery food sales tax

#### [Line 8b Help](#)

9. Total tax

### 10. Residential fuel

.. Residential fuel amount

#### [Line 10 help](#)

.. Residential fuel rate

.. Residential fuel tax

11. Total state and local taxes due

14. Net tax due

If line 14 is negative, please provide an explanation for negative tax.

Return Status - Office use only

Tax Detail

OK

Cancel



## ☰ Sales and Use Tax Return

⚙ Settings

🔒 Log Off



🏠 Home > Sales and Use Tax > Sales and Use Tax Return

📋 TC-62 S/M Utah Sales & Use Tax - 12/31/2018 - MY SALES TAX ACCOUNT

✅ Ready for Submission

- ✅ STEP 1: [Current Attributes](#)
- ✅ STEP 1A: [Change Attributes or Outlets](#)
- ✅ STEP 2: [Review Attributes](#)
- ✅ STEP 3: [Tax Detail](#)

14. Net tax due

114,000.00

✅ STEP 4: **Confirm Return**

Follow these steps to submit your return. You can view or print a copy when you are done.

- 1. Check this box
- 2. Click **Submit**
- 3. Enter your password and click **OK** on the next screen.

By doing so, you declare under penalties of perjury, the information on this return is true, correct, and complete to the best of your knowledge and belief.

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

Import

Submit

Save

Cancel



### Confirmation

May 31, 2019, 18:26:02 (Mountain Time)  
TC-62 Sales and Use Tax

Thank you for using TAP.

Your confirmation number is **1-094-460-544**.

Your request to submit the following has been sent:

Account #: 14869000-002-STC  
Filing Period Ending: 12/31/2018  
Total Tax Due: \$114,000.00

Payment for Total Tax Due is required as a separate transaction.

Do not send a paper copy of your return.

Please print this screen for your records.

If you have questions, please contact:

- TAP Help: [TAPSupport@utah.gov](mailto:TAPSupport@utah.gov) or 801-297-3996
- Business or Income Tax: [Taxmaster@utah.gov](mailto:Taxmaster@utah.gov) or 801-297-2200 (800-662-4335)
- IFTA, IRP and SFU: [MCTAP@utah.gov](mailto:MCTAP@utah.gov) or 801-297-6800 (888-251-9555)

Print Confirmation

Paper Check

Pay Online

Printable View

OK

- Taxpayer may pay online or select “Paper Check” to print voucher to mail with payment.



Print a payment voucher

Settings Log Off

Home > Sales and Use Tax > Print a payment voucher

### Quick Tip

Please verify that your payment information is correct.

Click **Submit** to create your payment coupon. Your payment coupon will then be available to print in the **Correspondence** tab of your TAP Account.

Ready for Submission

Return Due Date	31-Jan-2019
Amount to Sales and Use Tax	114,000.00
Amount to Sales Prepared Food	87,000.00
Amount to Sales Transient Room	0.00
Amount to Misc Sales - Fees - Charges	0.00
Amount to Municipal Energy	0.00
Amount to Sales Tourism Leasing	0.00
Amount to Municipal Telecom	0.00
Amount to Emergency Services	0.00
Amount to Tobacco and Cigarette	0.00
Payment Amount	201,000.00

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

Submit Cancel

When using voucher, taxpayer can include payment for other Sales related taxes.

## Sales and Use Tax General Information

Sales and use taxes collected by a seller shall be held in trust for the benefit of the state and for payment to the Tax Commission in the manner and at the time provided for in Utah Code Title 59, Chapter 12.

• **Returns and Schedules:** For filing periods beginning January 2008, you must use the TC-62 series of forms and schedules. Form and schedule filing requirements are based on the nature of your business. You may be penalized if you do not file the correct forms and schedules. Refer to Pub 25, *Sales and Use Tax General Information*, to determine which forms and schedules you are required to file.

• **Paper Forms:** If you do not want paper returns mailed to you, mark Stop Receiving Paper Forms on the sales and use tax return. Mark this if you file online or if you use substitute forms (see below). You still must file sales and use tax returns even if you elect to stop receiving paper forms.

• **Amended Return:** To amend a previously filed return, mark Amended Return on the sales and use tax return and enter the period being amended on the Period line. File amended returns with corrected amounts, not net amounts. Calculate the refund or balance due by subtracting the original payment from the corrected tax due. Submit payment of the balance due or attach a letter requesting a refund of the overpayment. Failure to pay all additional tax and interest with the amended return will result in a late payment penalty.

• **File Returns Online:** Sellers have the option of filing sales and use tax returns and schedules online. To use the online system, go to [tax.utah.gov](http://tax.utah.gov) and click Online Tax Services. To file, use the PIN given on your return.

• **Substitute Forms:** Substitute sales tax return forms must meet all specifications and be approved by the Tax Commission prior to use. Refer to Pub 99, *Guidelines for Substitute and Copied Utah Tax Forms*, available at [tax.utah.gov/forms](http://tax.utah.gov/forms). Failure to use approved substitute forms may result in a penalty.

• **Tax Type Amounts:** If required to file sales-related taxes (restaurant, transient room, etc.), include the amount paid for each tax type on the Sales Tax Payment Coupon.

• **Information Updates:** Contact the Tax Commission immediately if account information changes. Submit changes on the following forms:

- **TC-69, Utah State Business and Tax Registration** - open a new business, change ownership
- **TC-69B, Additional Business Locations for a Sales Tax Account** - add additional outlets to your account
- **TC-69C, Notice of Change for a Sales Tax Account** - change address, close an outlet or account, add or remove an officer or owner

• **Taxpayer Resources:** The Tax Commission offers free sales and use tax training and online workshops to help taxpayers understand Utah taxes. Visit [tax.utah.gov/training](http://tax.utah.gov/training) for a list of all training resources.

If you need more information or access to online services, forms or publications, visit the Tax Commission's home page at [tax.utah.gov](http://tax.utah.gov). You may also write or visit the Utah State Tax Commission at 210 North 1950 West, Salt Lake City, UT 84134-0400, or telephone 801-297-2200 or 1-800-662-4335 (outside the Salt Lake area). You can email questions to [taxmaster@utah.gov](mailto:taxmaster@utah.gov).

If you need an accommodation under the Americans with Disabilities Act, contact the Tax Commission at 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.

Voucher  
Includes  
instructions  
and  
Payment  
Coupon

### Sales Tax Payment Coupon

- **If you have an EFT requirement, you must continue to pay by EFT to maintain your seller discount.**
- Return this coupon with your payment and return(s) to the address below.
- Please return originals. Make copies for your records.
- **Verify the Tax Commission address below appears in the envelope window.**

REMOVE COUPON AND MAIL WITH YOUR PAYMENT.

pL013

TC-62PCS Rev. 6/09

Group Payment Number
<b>10711920001</b>

Sales and Use Account ID
<b>14869000-002-STC</b>

### Group Payment Coupon for Sales Tax Returns

Period Ending
<b>Dec 2018</b>

Return Due Date
<b>January 31, 2019</b>

#### MY SALES TAX ACCOUNT

Make check or money order payable to the Utah State Tax Commission.  
Do not send cash. Do not staple check to this coupon.  
Detach stub from check.

UTAH STATE TAX COMMISSION  
SALES TAX  
210 N 1950 W  
SLC UT 84134-0400

#### Indicate amount paid for each tax type

TC-62M/TC-62S - Sales and Use Tax	\$114,000.00
TC-62F - Restaurant Tax	\$87,000.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
<b>Total Amount Paid</b>	<b>\$201,000.00</b>

985804201071192000160000000000



# UTAH'S TAXPAYER ACCESS POINT

Home

Settings

Log Off

Home

Logon

> taxtraining@utah.gov  
Last logged on 31-May-2019

Balance: \$114,000.00

Alerts

There is 1 unread letter

I Want To

[Add Access to an Account](#)

[Request Waiver, Payment Plan, E-Reminder](#)

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14869000-002-STC

MY SALES TAX ACCOUNT

\$114,000.00

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# Overview of TAP

- Taxpayer manages their account
- Alerts taxpayer when attention is needed on their account
- Quickest way to submit return and payments
- File amended returns
- Print copy of Sales and Use Tax License
- Manage all Sales related and other tax accounts
- Read correspondences before they receive via mail