

TC-62F, Restaurant Tax Instructions

General Instructions

Use this spreadsheet to complete your Restaurant Tax Return. Always check the revision date to be sure you have the newest form. Keep all supporting documentation in case of audit.

Note: *This is the only approved template to upload your data.*

Filing Instructions

Follow these steps to complete and submit your return:

1. Download the current template and save to your computer before using.
2. Follow the detailed instructions to complete and save your template.
3. Sign in to your [Taxpayer Access Point \(TAP\)](#) account.
4. Import and submit your file.

Important

- Don't copy or alter cells or their formatting. If you must paste from other data, use the PASTE VALUES command.
- Don't leave blank lines in the spreadsheet. It will cause errors.
- Dropdown menus have been provided where possible.
- Recent versions of Microsoft Excel automatically save files as .xlsx. You must save your file as .xls to upload

Template

If you create your own template, you must use the following formats:

Column	Format	Example
A – Taxing Jurisdiction	Text	Beaver County
B – County Code	Text with 5 numbers, use leading zero when necessary	01000
C – Charges for Food and Beverages	Number with 2 decimal places	1,000.00
D – Tax Rate	Number with 4 decimal places	0.0100
E – Tax Due	Number with 2 decimal places	10.00

Detailed Template Instructions

Using the tab flow to enter information on rows 3-8

Row 3	Enter business name and contact phone number
Row 4	Enter account number and preparer's name
Row 5	Enter filing period and contact email
Row 8	If filing an amended return select "Y" for yes from the dropdown menu. If not amending select the "N" for no from the dropdown menu
Row A	The taxing jurisdiction will auto calculate based on your selection in column B
Row B	Select the county code from the dropdown menu
Row C	Enter charges for food and beverages excluding exempt amounts
Row D	The tax rate will auto calculate
Row E	The tax due will auto calculate
Row 45	The total charges of food and beverages and total tax due will auto calculate once you have entered all information for each jurisdiction

References/Resources

Forms & Publications:

- [TC-62F, Restaurant Tax Return](#)
- [Publication 25, Sales and Use Tax General Information](#)

Returns and Schedules: You may be penalized if you do not file the correct forms and schedules. See tax.utah.gov/billing/penalties-interest for details.

Information Updates: Contact the Tax Commission immediately if account information changes. To register a new business or change ownership with the Tax Commission online, go to [Taxpayer Access Point \(TAP\)](#) and click the *Apply for tax account(s)* TC-69 link.

Taxpayer Resources: The Tax Commission offers online workshops to help taxpayers understand Utah taxes. Visit 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 site at 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 phone 801-297-2200 (800-662-4335). You can email questions to taxmaster@utah.gov.

For accommodations 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.