

TC-62T, Transient Room Tax Instructions

General Instructions

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 line-by-line instructions to complete and save your return.
3. Log into your account at [Taxpayer Access Point \(TAP\)](#).
4. Upload and submit your file.

Important

- Do not copy or alter cells or their formatting. If you must paste from other data, use the PASTE VALUES command.
- Do not leave blank lines in the spreadsheet. It will cause errors.
- Complete your schedules in order to avoid errors on the next schedule(s).
- Dropdown menus are 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 City
B – County/City Code	Text	01002
C – Outlet Number	Text	001
D – Gross Receipts	Number with 2 decimal places	1,000.00
E – Tax Rate	Number with 4 decimal places	0.0425
F – Tax Due	Number with 2 decimal places	42.50

Detailed Template Instructions

Enter your Contact and Report information on lines 3-5 of the return (tab TC-62T). Mark the **Amended** box on line 8 if you are filing an amended return.

The rest of the return will auto populate based on your entries in the schedule (tab TC-62T).

TC-62T, Transient Room Tab

Column A	This field will auto populate the Taxing Jurisdiction based on your Column B entry
Column B	Enter your 5-digit County/City code
Column C	Enter your Outlet number
Column D	Enter your gross receipts amount
Column E	Enter your tax rate for this locality
Column F	This field will auto populate

References/Resources

Forms & Publications

- [TC-62T, Transient Room Tax Return](#)
- [Publications 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 <http://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. *Click 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 home page 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 (1-800-662-4335 outside the Salt Lake area). 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.