

# TC-62Z, Municipal Telecom License Tax Excel Instructions

Use this spreadsheet to report your Municipal Telecom License tax. Complete the entire form and keep supporting documentation in case of audit.

**Note:** This is the only approved TC-62Z template for uploading your data.

Use [these resources](#) if you need further assistance.

## General Template Instructions

Follow these steps to complete and submit your return:

1. [Complete and save your return.](#)
2. Go to [Taxpayer Access Point \(TAP\)](#).
3. [Upload your file.](#)

This spreadsheet has the following tabs:

- *Instructions*
- *TC-62Z*
- *TC-62Z Municipal Telecom*

### Important

- Don't copy or alter cells or their formatting.
- Don't leave blank lines in the spreadsheet. It will cause errors.
- Dropdown menus have been provided where possible.

**Note:** If you create your own template, you must use the formatting shown on the template instructions, start your data on line 13, and rename your sheet tab as TC-62Z Municipal Telecom.

### Saving your File

Microsoft Excel 2010 automatically saves files as .xlsx. You must save your file as .xls to upload.

## Line-by-Line Instructions

Report your gross receipts according to each taxing jurisdiction where you provide services as follows:

- 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 gross receipts for the jurisdiction.
- Column D      Enter the tax rate for the jurisdiction.
- Column E      This field will multiply column C by D.

The spreadsheet will calculate your column totals and transfer them to the summary page.

File this return with your Sales and Use Tax Return and pay the amount on the summary page.

## References/Resources

- [Publication 25, Sales and Use Tax General Information](#)
- [Publication 62, Sales Tax Information for Telecommunications Service Providers](#)

**Returns and Schedules:** You may be penalized if you do not file the correct forms and schedules. See <http://tax.utah.gov/sales/information> for details.

**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 or change ownership

**TC-69C, Notice of Change for a Tax Account**— change address, close an outlet or account, and add or remove an officer or owner

**Taxpayer Resources:** The Tax Commission offers 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 phone 801-297-2200 (1-800-662-4335 outside the Salt Lake area). You can email questions to [taxmaster@utah.gov](mailto:taxmaster@utah.gov).

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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.