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Utah State Tax Commission
**Utah Annual
Withholding Reconciliation**

TC-941R

Rev. 12/09

Check here to close
your account

Utah Account ID
Federal EIN
Tax Period (yyyy)
Due Date (mmdyyy)

Check if AMENDED
(replacement, not net difference)

Name and address

- Total number of Utah W-2s and 1099s, or TC-675Rs issued **1**
- Total Utah wages, compensation, and distributions reported on W-2s and 1099s, or TC-675Rs **2**
- Total federal income tax withheld on Utah W-2s and 1099s **3**
- Total Utah income tax withheld on W-2s and 1099s, or TC-675Rs **4**
- Utah tax withheld as reported on TC-941 return(s)

Jan - Mar 5a	Jul - Sep 5c	
Apr - Jun 5b	Oct - Dec 5d	← annual filers use 5d only
- Add lines 5a through 5d and enter the total here **6**
- Subtract line 6 from line 4 and enter amount here (see instructions) **7**

File online at taxexpress.utah.gov.

Under penalties provided by law, I declare, to the best of my knowledge, this return is true and correct.

Signature X	Date	Phone
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● USTC use only (box no.)

● USTC use only

Return ENTIRE form, coupon and payment to the Utah State Tax Commission

TC-941RPC Rev. 12/09

Payment Coupon for Utah Withholding Reconciliation, TC-941RPC

Tax Type Withholding	Utah Account ID	Payment Period Ending (mmdyyy)	Payment Due Date (mmdyyy)
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**W
T
R**

Account name: _____

Amount Paid

Do not send cash. Do not staple check to this coupon. Detach any check stub.

UTAH STATE TAX COMMISSION
210 N 1950 W
SLC UT 84134-0600

Annual Reconciliation, TC-941R You must file a reconciliation annually to balance your quarterly returns (forms TC-941) with withholding tax paid. You may file electronically at taxexpress.utah.gov.

Employers with 250 or more W-2 forms must file electronically. See instructions in Pub 32, *Online Filing and Paying of Employer and Mineral Production Withholding*. Other employers may file paper copies, but are encouraged to file electronically.

Note: File a TC-941R showing Utah withholding tax from forms W-2 and 1099 and attach these forms to the reconciliation. File a separate TC-941R showing mineral production withholding tax and attach TC-675R forms to that reconciliation. Do not combine these two taxes on one form.

If you file on paper, include copies of all W-2, 1099 and TC-675R forms with Utah withholding. Each form must show:

- Amounts paid and withheld
- Federal identification number (EIN)
- Utah withholding account number

File your annual reconciliation and withholding documents by March 31 if filing electronically (February 28 if filing on paper).

Line Instructions:

- Line 1 Enter the total number of Utah W-2s and 1099s or TC-675Rs you issued for the year.
- Line 2 Enter the total amount of all Utah wages, compensation and distributions paid to employees, or payments made to working interests, royalty interests, and overriding royalty owners during the year.
- Line 3 Enter the total amount of federal income tax withheld on Utah W-2s and 1099s.
- Line 4 Enter the total amount of Utah withholding tax shown on W-2s and 1099s or TC-675Rs for the year.
- Lines 5a-5d Enter the amounts from each quarterly return (TC-941, line 3) submitted for the year. If you file annually, report your annual amount on line 5d.
- Line 6 Enter the total of lines 5a through 5d.
- Line 7 Subtract line 6 from line 4.

- If line 6 is less than line 4, you under reported one or more periods. Check your records and pay the difference from this line. You may pay online at taxexpress.utah.gov, or use the attached coupon, TC-941RPC.
- If line 6 is more than line 4, you over reported one or more periods. Check your records. If you have overpaid, request a refund in writing.

You may be charged a penalty of \$50 per form (up to \$1,000) if you do not file the TC-941R with accompanying W-2, 1099 or TC-675R forms. Other penalties may also apply if the Utah withholding account number is not shown on each form, or if your form is incomplete.

Amended Reconciliation, TC-941R If you must change a previously filed annual reconciliation, go to taxexpress.utah.gov, or complete a TC-941R showing corrected amounts. Include all corrected W-2, 1099, or TC-675R forms.

- If you owe additional tax, pay that amount plus interest from the original due date to the date amended using a payment coupon (TC-941RPC). Unpaid balances will result in additional penalties and interest. See Pub 58, *Utah Interest and Penalties*.
- If you overpaid, you must include a letter explaining the reason for amending and stating if you want the refund sent to you or credited to a future period.

Mailing the Annual Reconciliation Mail your annual reconciliation (with any needed reconciliation payment) and withholding documents separately from your TC-941 and payment.

Mail to: Utah State Tax Commission
210 N 1950 W
Salt Lake City, UT 84134-0600

For additional information see Pub 14, *Utah Withholding Tax Guide*.

To make changes to or to close your account, use form TC-69C, *Notice of Change for A Tax Account* available at tax.utah.gov/forms or by calling 801-297-6700 or 1-800-662-4335 ext. 6700.