REVISED Utah! Tax.utah.gov 7:05 am, Oct 10, 2018 **Publication 14** See page 2 for a sum-Revised 10/18 mary of the changes in this revision of Pub. 14. Withholding Tax Guide **Utah Withholding Information and Tax Tables** Effective May 1, 2018 Utah State Tax Commission

The income tax withholding tables in this revision are effective for pay periods beginning on or after May 1, 2018.

If you need an accommodation under the Americans with Disabilities Act, email taxada@utah.gov, or call 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.

Contents

Changes to this Revision	
Electronic Filing and Annual Reconciliations	2
General Information	
Employment Tax Workshops	
Who Must Withhold Taxes for Employees	
Employer Withholding Exemption	
Employee Withholding Exclusions	
Interstate Transportation Wages	2
Active Duty Service Member's Nonresident Spouse Wages	
Definitions	3
Utah Taxable Wages	
Household Employees	3
How to Get a Withholding Account	3
Federal Employer Identification Number	З
Bond Requirements for Utah	3
How Much to Withhold	З
How to File Returns	3
Filing with No Tax Liability (Zero Returns)	3
Filing with No Tax Liability (Zero Returns) Amended Return How to Make Payments	3
How to Make Payments	3
Payroll Service Providers	4
Liability	4
Annual Reconciliation	4
Amended Reconciliations	4
Late and/or Incorrect Filings	
Balancing the Reconciliation	4
Withholding Filing Record	
Due Dates	
Annual Returns with Annual Payments	
Quarterly Returns with Quarterly Payments	5
Quarterly Returns with Monthly Payments	
Annual Reconciliations	
Filing Status Changes	
How to Prepare W-2s and 1099Rs	
How to File W-2s and 1099Rs	
Amending W-2s	
Penalties and Interest	
Late Filing and Late Payments	6
Annual Reconciliation	
Interest	
Changing an Account	6

210 North 1950 West

801-297-2200

tax.utah.gov

1-800-662-4335

Salt Lake City, Utah 84134

6
6
6
6
7
7
8
10
ily 11
12
13
13
14
15
16

E-Verify for Employers

Employers can help prevent identity theft by verifying the social security numbers of job applicants. E-Verify is a free service of the U.S. Department of Homeland Security that verifies employment eligibility through the Internet. Employers can use E-Verify at **dhs.gov/E-Verify**.

Changes to this Revision

In 2017 Congress passed the Tax Cuts and Jobs Act, eliminating personal exemptions and increasing the standard deduction for individual income tax. The 2018 Utah Legislature passed HB 293, lowering the state individual income tax rate from 5 percent to 4.95 percent. Both pieces of legislation are effective Jan. 1, 2018. This release of Publication 14 contains revised Utah tax tables that reflect these changes in tax law. The tables are effective for pay periods beginning on or after May 1, 2018.

Electronic Filing and Annual Reconciliations

- Starting Jan. 1, 2018, you must file Utah withholding tax returns electronically. The return is TC-941E.
- Starting with the 2018 tax year, you will not file a separate annual reconciliation return. Your reconciliation will be combined with your fourth quarter return (quarterly filers) or your annual return (annual filers).
- We no longer mail withholding packets (paper withholding returns and payment coupons) to employers at the first of the year. File and amend returns electronically at **tap.utah.gov**. You may pay withholding tax online or by check. If paying by check, print a payment coupon (TC-941PC) from **tax.utah.gov/forms**.

Important Reminders

- It is a class B misdemeanor to have Utah employees without a withholding license. See How to Get a Withholding Account, below.
- If you file federal Form 944, *Employer's Annual Federal Tax Return*, you may file and pay your Utah withhold-ing tax annually.
- If you do not meet the criteria in Utah Code \$59-10-402, 404 and 405, you are not required to have a Utah withholding account or to withhold Utah tax. Also, if you are not required to withhold Utah tax on a form 1099, you are not required to submit the 1099 form or to report the wages or compensation on your Utah withholding or reconciliation forms.
- If you withheld tax from a nonresident professional athlete, you must complete the Worksheet for Nonresident Professional Athletes when you electronically file your annual reconciliation. Download the worksheet at tax.utah.gov/forms.

General Information

This publication includes:

- requirements for filing and paying Utah withholding tax,
- requirements for filing the Utah annual reconciliation,
- requirements for electronic filing,
- withholding tax schedules for calculating Utah withholding tax from employees' wages, and
- Utah withholding tax tables for quick lookup.

For questions about Utah withholding tax, see **tax.utah.gov**, or call us at 801-297-2200 (1-800-662-4335 outside the Salt Lake area).

This publication does not cover Utah withholding requirements for mineral production or pass-through entities. See **tax.utah.gov/withholding** and **tax.utah.gov/utah-taxes/mineral-production**.

This publication does not cover federal withholding requirements. Contact the Internal Revenue Service (IRS) (see *Agencies*, below).

Employment Tax Workshops

The Tax Commission (together with the IRS, Workforce Services, and the Labor Commission) holds monthly Employment Tax Workshops sponsored by the Utah Small Business Development Centers (SBDC). These workshops teach employers how to withhold federal and state income taxes and explain federal and state filing and paying requirements. See *Agencies*, below, for more information.

Who Must Withhold Taxes for Employees

You must withhold Utah income tax (unless the employee has filed a withholding exemption certificate) if you:

- pay wages to any employee for work done in Utah;
- pay wages to Utah resident employees for work done outside Utah (you may reduce the Utah tax by any tax withheld by the other state); or
- make payments reported on forms 1099 (or as required under Utah Code §59-10-405).

Employer Withholding Exemption

You may be exempt from Utah withholding requirements if you do business in Utah for 60 days or less in a calendar year and have Tax Commission approval. If you do business for more than 60 days, you must withhold taxes for the entire period unless you can show good cause. In that case, the Tax Commission may extend the exemption for 30 days. See Utah Code §59-10-402(2).

Submit exemption requests to:

Auditing Division Utah State Tax Commission 210 N 1950 W Salt Lake City, UT 84134-2000

Note: This exemption is for the employer, not the employee. The employee must still file and pay Utah tax on all Utah wages. Report Utah wages on Form W-2, box 16.

Employee Withholding Exclusions

Interstate Transportation Wages

Wages of interstate transportation employees are taxable only in the state of their residency (see Public Law 101-322).

To qualify, the employee must:

- 1. work for an interstate railroad, interstate motor carrier or interstate private carrier;
- 2. be a nonresident of Utah;
- 3. have regularly assigned duties in more than one state;
- 4. be subject to the jurisdiction of the U.S. Secretary of Transportation; and
- 5. be an operator, mechanic or someone directly responsible for the safety of a motor vehicle.

"On-call" or "as-needed" duties are not considered "regularly assigned duties."



A qualified employee must give the employer federal Form W-4, *Employee's Withholding Allowance Certificate*, with the following changes:

- Mark "Utah Only Amtrack Act" at the top of Form W-4, and
- Write the words "Utah Exempt" in box 7.

The employee must notify the employer immediately if they no longer qualify for the exclusion.

Do not report the employee's wages as Utah wages in box 16 of Form W-2 and do not withhold any Utah tax on the wages.

Active Duty Service Member's Nonresident Spouse Wages

If a nonresident active duty military service member and a nonmilitary spouse have the same domicile and the service member moves to Utah under military orders, the spouse's domicile does not change when moving to live with the service member. All of the spouse's income is exempt from Utah income tax.

A qualified spouse receiving employee wages should give his or her employer a federal Form W-4, *Employee's Withholding Allowance Certificate,* with the following changes:

- Mark "Utah Copy" at the top of Form W-4, and
- Write the words "Utah Exempt" in box 7.

Do not withhold any Utah tax on wages paid to a qualified spouse. The Utah wages, although tax-exempt, are reported on Form W-2, box 16.

A qualified spouse must notify the employer immediately if they no longer qualify for the exclusion.

Definitions

Wages

Wages are payments or compensation for services performed by an employee for an employer. This includes payments in a form other than cash. Utah defines wages by the Internal Revenue Code, Section 3401(a).

Utah Taxable Wages

Utah calculates withholding tax based on wages subject to federal withholding tax (as defined by the IRS). No subtraction is made for personal or other withholding allowances claimed on federal form W-4.

Household Employees

Household employees provide domestic services in private homes, college clubs, fraternities, and sororities. Utah income tax may be withheld from household employees' wages if both the employer and the employee agree.

How to Get a Withholding Account

If you must withhold Utah taxes, you have several options to get a withholding tax account:

- 1. Online using Taxpayer Access Point at **tap.utah.gov** (Tax Commission only),
- 2. Online using the *OneStop Online Business Registration* at **osbr.utah.gov** (mutiple Utah agencies), or
- 3. Submitting form TC-69, *Utah State Business and Tax Registration* (Tax Commission only). Get forms online at **tax.utah.gov/forms**.

Federal Employer Identification Number

Employers must get a federal employer identification number (EIN) from the IRS before registering in Utah.

You can request an EIN through the IRS's *Online EIN Application* at **www.irs.gov**. Contact the IRS at 1-800-829-4933 for more information.

If you change your EIN with the IRS, you must also change your Utah withholding account number.

If you changed the EIN and Utah withholding account numbers during the year, you may need to file form TC-941D, *Discrepancy Report*. See *Balancing the Reconciliation* below.

Bond Requirements for Utah

You may have to post a bond of \$25,000 to \$500,000 if you have a history of filing or paying late. See Utah Code §59-10-405.5(6).

How Much to Withhold

Withhold amounts based on your employee's federal W-4 form and the Utah withholding schedules or tables in this publication. See Utah Rules R865-9I-14 and 15.

How to File Returns

You must file returns electronically and pay all amounts withheld to the Tax Commission by the due dates.

You must file a return for each filing period, even if you don't withhold taxes during a period. We may assess a non-filing penalty if you make a payment without filing a return.

See detailed filing instructions and file returns online at tap.utah.gov.

Filing with No Tax Liability (Zero Returns)

If there is no withholding for the period, you must file a return showing zeros. Failing to do so will result in an estimated tax assessment.

If you have no withholding for the entire year, you must still file an annual reconciliation by January 31 of the following year. Failure to do so may result in penalties.

Amended Return

An amended return replaces a previously filed return. Enter the total corrected amounts, not the amount of the adjustment.

Amend returns online at **tap.utah.gov**. Reopen the return in your online account, click the amended box, make any corrections, and resubmit the return.

Pay any additional taxes you owe (see *How to Make Payments,* below). Include interest calculated from the original due date to your payment date. Find interest rates in Pub 58, *Utah Interest and Penalties,* at **tax.utah.gov/forms**.

How to Make Payments

NOTE: Payments do not count as returns.

Pay online at **tap.utah.gov**, or mail your payment with payment coupon TC-941PC. Print payment coupons at **tax.utah.gov/forms**.

Pay online using:

- Electronic Funds Transfer (EFT) ACH Credit—You initiate this payment through your financial institution (they may charge a transaction fee). See *Electronic Funds Transfer - EFT*, at tax.utah.gov/billing.
- ACH Debit Requests You authorize the Tax Commission to initiate this payment (there is no transaction fee). Go to tap.utah.gov for more information.

 Credit Card — Pay electronically with a credit card at tap.utah.gov. You will be charged a convenience fee for this service.

Payroll Service Providers

Payroll service providers may handle all withholding record keeping, payments and reconciliations for an employer. However, the employer is responsible if returns and payments are not submitted on time.

Liability

Employers are liable for the tax required to be withheld not their employees. If you fail to pay any of the withheld taxes, we may put a lien on all your business assets and property.

Annual Reconciliation

You must file an annual reconciliation for each year (or partial year) you have a withholding tax account, even if you have no employees or withholding to report for the year. Both quarterly and annual filers must file annual reconciliations.

NOTE: You must electronically file W-2s with Utah wages and 1099s with Utah taxes withheld. Do not include 1099Rs without Utah taxes withheld.

Tax years starting 2018

Your reconciliation is combined with your fourth quarter withholding tax return (quarterly filers) or your annual withholding tax return (annual filers).

Tax years before 2018

If reconciling a tax year before 2018, you must file the reconciliation return in addition to and separately from your quarterly or annual withholding return(s).

See Online Filing and Paying of Withholding and Mineral Production Taxes at tax.utah.gov/developers/withholding for step-by-step annual reconciliation instructions.

Amended Reconciliations

An amended reconciliation replaces a previously filed reconciliation. Amend online at **tap.utah.gov**. Reopen the reconciliation in your online account, click the amended box, make any corrections, and resubmit the reconciliation. Submit **only new or corrected** W-2s and 1099s.

Late and/or Incorrect Filings

We will assess a penalty if you:

- 1. fail to file a complete an accurate reconciliation by January 31 (see *Due Dates*),
- 2. do not correctly prepare your W-2s or 1099Rs (see *How to Prepare W-2 and 1099R*), or
- 3. are an employer and do not file electronically.

See Penalties and Interest, below.

Also see Online Filing and Paying of Withholding Tax, at tax.utah.gov/developers/withholding.

Balancing the Reconciliation

If the total Utah taxes withheld as reported on forms W-2 and 1099R does not match the total Utah taxes reported on your quarterly or annual withholding return(s), your reconciliation is unbalanced. You may balance the reconciliation in one of three ways.

Method 1:

- Review your records and find the error.
- File an amended withholding tax return(s) to correct the error.
- File your reconciliation showing the corrected amounts and ensure that everything balances. Withholding reported for all periods must equal the Utah withholding shown on all W-2 and 1099R forms.
- If you underpaid one or more periods, pay the additional tax due with the amended return, plus interest from the original due date for the period. See Pub 58, *Utah Interest and Penalties*. Pay online at **tap.utah.gov**, or if you are mailing a check, include the TC-941PC payment coupon.
- If you overpaid one or more periods, send a letter to the Tax Commission with your account number, name, contact information, an explanation of the error, and if you would like the overpayment refunded or applied to another tax period.

Method 2:

- Review your records and find the error.
- If you under-reported your withholding on your quarterly or annual return(s), pay the difference with your annual reconciliation online at tap.utah.gov.
- If the payment is on a late-filed or amended reconciliation, you must also pay interest on the under-reported amount, from the January 31 due date. See Pub 58, *Utah Interest and Penalties,* for current interest rates.

If you over-reported your withholding on your quarterly or annual return(s), send a letter to the Tax Commission with your account number, name, contact information, an explanation of the error and if you would like the overpayment refunded or applied to another tax period.

Note: You may use method 2 to balance your reconciliation when you find occasional errors. Using method 2 to avoid timely filing and paying taxes may result in additional penalties and interest.

Method 3:

- Use this method if you reported and paid Utah withholding tax during the year under multiple account numbers.
- On forms W-2 and 1099R, use the Utah account number directly associated with the EIN also used on the withholding documents.
- File a reconciliation for each account, reporting what was filed and paid in the quarters for the account.
- On the reconciliation for each account, report and electronically file the state copy of the W-2s and 1099s issued for the account.
- Complete and submit a paper form TC-941D, *Discrepancy Report*, to show that the total amounts of Utah tax withheld on all your accounts balances with the W-2s and 1099s issued.

Fax the completed form TC-941D to 801-297-6357, or mail to:

Utah State Tax Commission Technical Research Unit 210 N 1950 W Salt Lake City, UT 84134-7000

Withholding Filing Record

Keep a record of taxes withheld and paid to the Tax Commission for at least four years from the due date of the income tax return reporting wages.

Due Dates

Anything with a due date that falls on a Saturday, Sunday or legal holiday is due the next business day.

Utah does not follow the federal withholding payment periods. Utah only requires that payments be made monthly, quarterly or annually. The IRS semiweekly deposit and \$100,000 next day deposit rules do not apply to Utah withholding taxes.

Annual Returns with Annual Payments

If you report federal withholding taxes (and any social security and Medicare taxes) for household employees on federal Form 1040, Schedule H, or file federal Form 944, you can pay Utah withholding taxes for these same employees annually. The Utah return and payment are due January 31 after the year wages were paid. Contact the Tax Commission to request annual filing.

Quarterly Returns with Quarterly Payments

You must file electronically.

If you withhold less than \$1,000 each month, file and pay your Utah withholding taxes quarterly. Quarterly returns and payments are due by the last day of the month after the quarter ends, as follows:

Quarterly Filing Period	Due Date
January - March	April 30
April - June	July 31
July - September	October 31
October - December	January 31

Quarterly filers may voluntarily change to quarterly returns with monthly payments. See *Filing Status Changes* in this publication.

Quarterly Returns with Monthly Payments

You must file electronically.

If you withhold \$1,000 or more each month, you must file quarterly, but pay your Utah withholding taxes monthly. Payments are due the last day of the following month:

Monthly Pmt. Period	Due Date
January	February 28 (or 29)
February	March 31
March	April 30
April	May 31
May	June 30
June	July 31
July	August 31
August	September 30
September	October 31
October	November 30
November	December 31
December	January 31

Annual Reconciliations

You must file electronically by January 31.

Note: We will not issue income tax refunds to your employees before March 1 unless you have filed your complete reconciliation by January 31 (see Utah Code §59-10-529.1). Failure to file electronically by January 31 may cause refund delays for your employees.

Filing Status Changes

The Tax Commission reviews each withholding account annually to determine if the reporting and payment periods should change (based on the previous year's filings). Quarterly payers may voluntarily change to paying monthly by submitting a written request by fax to 801-297-3573 or by mail to:

Master Records Utah State Tax Commission 210 N 1950 W Salt Lake City, UT 84134-3310

How to Prepare W-2s and 1099Rs

In addition to federal requirements, wage and earning documents reporting Utah income or withholding must include the following information:

- Your federal Employer Identification Number (EIN).
- The recipient's federal Employer Identification Number (EIN or SSN).
- Your Utah withholding account number the 14-digit number ending in WTH. (If this number won't fit in the space on your W-2 form, you may leave out the dashes in the account number.)
 - The amount of income from Utah sources.
 - The amount of Utah taxes withheld, if any.

Failure to provide all required information on the W-2s or 1099Rs may result in penalties.

How to File W-2s and 1099Rs

You must file electronically by January 31.

Employers must give all employees a legible withholding statement by January 31 of the following year showing taxes withheld during the year. File copies of all forms W-2 and 1099R issued to employees and payees with your Utah annual reconciliation form. See *Annual Reconciliation*, above.

You must provide a valid Utah withholding account ID number and federal EIN on each employee's W-2 and 1099R form. You may be penalized if you do not provide this information.

For other Utah withholding requirements information, call 801-297-3811 or TDD 801-297-2020.

Amending W-2s

You must file electronically.

If you reported incorrect information on an employee's W-2, you must file a corrected W-2. File the correction as a W-2c. Only file W-2cs for the W-2s you are correcting. When entering the data on the W-2c, only enter information in the fields you are changing.

Penalties and Interest

Late Filing and Late Payments

We may assess late filing and late payment penalties on non- and late-filed returns and payments made after the due date. See Pub 58, *Utah Interest and Penalties.*

The withholding penalty structure is:

Days Late	Penalty Amount - Greater of
1-5	\$20 or 2% of the outstanding tax
6-15	\$20 or 5% of the outstanding tax
16 or more	\$20 or 10% of the outstanding tax

Penalties are assessed for failing to file a tax due return and failing to pay tax due. A second penalty will be applied if the tax is still unpaid 90 days after the due date.

Submitting incorrect forms or forms with missing information may also result in penalties. See Pub 58, *Utah Interest and Penalties*.

Annual Reconciliation

We may assess penalties if you fail to file an annual reconciliation electronically, accurately and completely by January 31 (see Utah Code §§59-1-401(8) and 59-1-401(13)).

The penalties are:

- \$50 for an annual reconciliation filed more than 14 days late; or
- \$30 for each W-2, 1099 and TC-675R if between 15 and 30 days late (up to \$75,000);
- \$60 for each W-2, 1099 and TC-675R if filed between 3 days late and June 1 (up to \$200,000); and
- \$100 for each W-2, 1099 and TC-675R filed after June 1 (up to \$500,000).

Interest

The **interest rate** for all taxes and fees is two percentage points above the federal short-term rate for the prior fourth calendar quarter. See Pub 58, *Utah Interest and Penalties*.

Changing an Account

Use TC-69C, Notice of Change for a Tax Account, to:

- Report changes to your business or mailing address
- Change your business name
- Inform the Tax Commission you have stopped paying wages
- Notify the Tax Commission you have changed your business ownership status
- Close your account

Get forms online at tax.utah.gov/forms.

You must close your Utah withholding account and open a new account if your EIN changes with the IRS (for example, you change from a sole proprietor to partnership). Use form TC-69 to open an account with your new EIN.

If you sell your business you must close your withholding account. Withholding licenses are not transferable.

How to Close a Withholding Account

If you have no employees or stop doing business in Utah, use form TC-69C, *Notice of Change for a Tax Account,* to close your account. If you do not notify the Tax Commission, you will be assessed an estimated tax, including late penalties and interest. You must electronically file an annual reconciliation if your account is open for any part of the year.

Agencies

Contact the following agencies for more information about state and federal withholding requirements.

Internal Revenue Service

Federal Income Tax Withholding and

Self-Employment Tax

Internal Revenue Service 50 South 200 East Salt Lake City, UT 84111 801-799-6963 1-800-829-1040 (for individuals) 1-800-829-4933 (for businesses) www.irs.gov

F<mark>orm</mark>s and Publications

1-800-829-3676 www.irs.gov/Forms-&-Pubs

Employment Tax Workshops

www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/ Small-Business-Tax-Workshops-and-Webinars

Utah State Tax Commission

Utah Income Tax Withholding

Utah State Tax Commission 210 North 1950 West Salt Lake City, UT 84134 801-297-2200 1-800-662-4335 if outside the Salt Lake area tax.utah.gov

Employment Tax Workshops

Small Business Development Center 801-957-5200 (Sandy) 435-652-7741 (St. George) tax.utah.gov/training

Forms and Publications

Automated forms ordering: 801-297-6700 1-800-662-4335, ext. 6700 if outside Salt Lake tax.utah.gov/forms

Social Security Administration

Social Security

175 East 400 South Salt Lake City, UT 84111 866-851-5275 1-800-772-1213 socialsecurity.gov/employer

Utah Dept. of Workforce Services

Unemployment Compensation

Department of Workforce Services 140 East 300 South PO Box 45288 Salt Lake City, UT 84145-0288 801-526-9235 1-800-222-2857 jobs.utah.gov/ui/jobseeker/contactus.html

Labor Commission of Utah

Worker's Compensation

Contact any private insurance company that carries worker's compensation insurance, or contact:

Labor Commission of Utah 160 East 300 South, 3rd Floor PO Box 146610 Salt Lake City, UT 84114-6610 801-530-6800 1-800-530-5090 **Iaborcommission.utah.gov**

Utah Withholding Taxes Calendar

The following is a list of important Utah withholding tax dates. (See federal dates in IRS Publication 15.)

NOTE: Returns and full payment must be submitted by the due date (or next business day if the due date falls on Saturday, Sunday or a legal holiday).

Due Date	All Employers	Monthly Payers	Quarterly Payers	Annual Payers
January 31	Give forms W-2 and 1099R to employees and payees. Electronically file annual reconciliation (including W-2s and 1099Rs).	Electronically file fourth quarter return and pay De- cember withholding tax on- line at tap.utah.gov , or pay by check with TC-941PC	Electronically file and pay fourth quarter with- holding tax online at tap.utah.gov, or pay by check with TC-941PC	Electronically file and pay annual withholding tax on- line at tap.utah.gov , or pay by check with TC-941PC
February 28		Pay January withholding tax online at tap.utah.gov , or by check with TC-941PC		
March 31 end of first quarter		Pay February withholding tax online at tap.utah.gov , or by check with TC-941PC		
April 30		Electronically file first quarter return and pay March withholding tax online at tap.utah.gov , or pay by check with TC-941PC	Electronically file and pay first quarter withholding tax online at tap.utah. gov , or pay by check with TC-941PC	
May 31		Pay April withholding tax online at tap.utah.gov , or by check with TC-941PC		
June 30 end of second quarter		Pay May withholding tax online at tap.utah.gov , or by check with TC-941PC		
July 31		Electronically file second quarter return and pay June withholding tax online at tap.utah.gov , or pay by check with TC-941PC	Electronically file and pay second quarter withhold- ing tax online at tap.utah. gov , or pay by check with TC-941PC	
August 31		Pay July withholding tax online at tap.utah.gov , or by check with TC-941PC		
September 30 end of third quarter		Pay August withholding tax online at tap.utah.gov , or by check with TC-941PC		
October 31		Electronically file third quarter return and pay September withholding tax online at tap.utah.gov , or pay by check with TC-941PC	Electronically file and pay third quarter withholding tax online at tap.utah. gov , or pay by check with TC-941PC	
November 30		Pay October withholding tax online at tap.utah.gov , or by check with TC-941PC		
December 31 end of fourth quarter		Pay November withholding tax online at tap.utah.gov , or by check with TC-941PC		

Utah Withholding Schedules

Instructions

Follow the instructions below to compute the employee's Utah income tax withholding.

- 1. Find the appropriate Utah Schedule based on the payroll period (see following chart) and the employee's marital status shown on federal W-4 form.
 - a) Enter on line 1 the Utah taxable wages.
 - b) Follow the instructions for each line to complete the withholding tax calculation.
- 2. Line 7 of the calculation is the Utah withholding tax for the pay period.

See examples, below.

If pay period is	Number of pay periods annually	Use schedule
Weekly	52	Schedule 1
Biweekly	26	Schedule 2
Semimonthly	24	Schedule 3
Monthly	12	Schedule 4
Quarterly	4	Schedule 5
Semiannual	2	Schedule 6
Annual	1	Schedule 7
Daily	Daily	Schedule 8

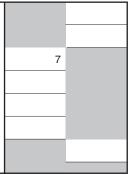
If you have questions about the withholding schedules, contact:

Taxpayer Services Utah State Tax Commission 210 North 1950 West Salt Lake City, UT 84134 801-297-2200 1-800-662-4335 if outside the Salt Lake area

Utah Schedule 1 Single

1. Utah taxable wages

- 2. Multiply line 1 by .0495 (4.95%)
- 3. Base allowance
- 4. Line 1 minus \$137 (not less than 0)
- 5. Multiply line 4 by .013 (1.3%)
- 6. Line 3 minus line 5 (not less than 0)
- Withholding tax line 2 minus line 6 (not less than 0)



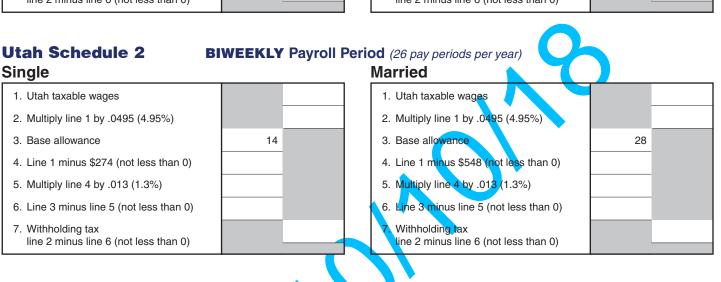
Married

WEEKLY Payroll Period (52 pay periods per year)

- Utah taxable wages
 Multiply line 1 by .0495 (4.95%)
- 3. Base allowance
- 4. Line 1 minus \$274 (not less than 0)

14

- 5. Multiply line 4 by .013 (1.3%)
- 6. Line 3 minus line 5 (not less than 0)
- 7. Withholding tax line 2 minus line 6 (not less than 0)



Utah Schedule 3

Single

- 1. Utah taxable wages
- 2. Multiply line 1 by .0495 (4.95%)
- 3. Base allowance
- 4. Line 1 minus \$297 (not less than 0)
- 5. Multiply line 4 by .013 (1.3%)
- 6. Line 3 minus line 5 (not less than 0)
- 7. Withholding tax line 2 minus line 6 (not less than 0).

SEMIMONTHLY Payroll Period (24 pay periods per year) Married 1. Utah taxable wages

MONTHLY Payroll Period (12 pay periods per year)

Married

- 2. Multiply line 1 by .0495 (4.95%)3. Base allowance304. Line 1 minus \$594 (not less than 0)5. Multiply line 4 by .013 (1.3%)6. Line 3 minus line 5 (not less than 0)7. Withholding tax
- line 2 minus line 6 (not less than 0)

line 2 minus line 6 (not less than 0)

Utah Schedule 4 Single

- 1. Utah taxable wages
- 2. Multiply line 1 by .0495 (4.95%)
- 3. Base allowance
- 4. Line 1 minus \$594 (not less than 0)
- 5. Multiply line 4 by .013 (1.3%)
- 6. Line 3 minus line 5 (not less than 0)
- Withholding tax line 2 minus line 6 (not less than 0)

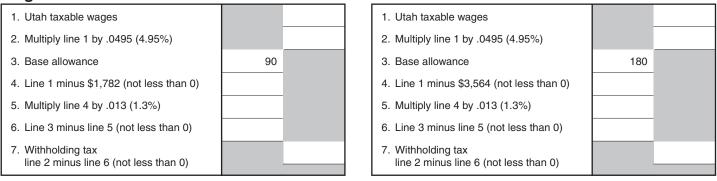
30	

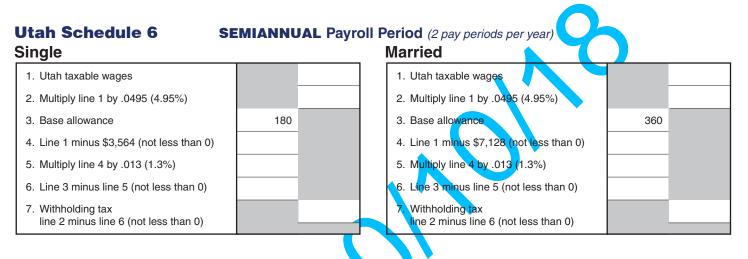
14

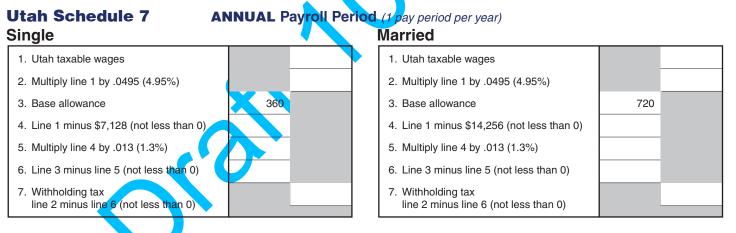
Utah Schedule 5 Single

QUARTERLY Payroll Period (4 pay periods per year)

Married

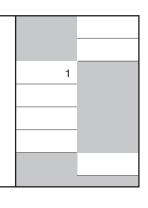






Utah Schedule 8 Single

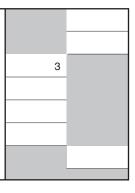
- 1. Utah taxable wages
- 2. Multiply line 1 by .0495 (4.95%)
- 3. Base allowance
- 4. Line 1 minus \$27 (not less than 0)
- 5. Multiply line 4 by .013 (1.3%)
- 6. Line 3 minus line 5 (not less than 0)
- Withholding tax line 2 minus line 6 (not less than 0)



DAILY or MISCELLANEOUS Payroll Period

Married

- 1. Utah taxable wages
- 2. Multiply line 1 by .0495 (4.95%)
- 3. Base allowance
- 4. Line 1 minus \$55 (not less than 0)
- 5. Multiply line 4 by .013 (1.3%)
- 6. Line 3 minus line 5 (not less than 0)
- 7. Withholding tax line 2 minus line 6 (not less than 0)



14

Examples of Utah Withholding Calculations The following examples show different combinations of pay period, taxable

wages and marital status.

Example 1 - Use Schedule 1, Weekly/Single

Payroll period	Weekly		
Marital status	Single		
Utah Taxable Wages	\$400		
1. Utah taxable wages			400
2. Multiply line 1 by .0495 (4.95%)		20
3. Base allowance		7	
4. Line 1 minus \$137 (not le	ess than 0)	263	
5. Multiply line 4 by .013 (1	.3%)	3	
6. Line 3 minus line 5 (not l	ess than 0)	4	
7. Withholding tax - line 2 r	ninus line 6		16

Example 2 - Use Schedule 2, Biweekly/Single

<u>(</u>					۸
I	Payroll period	Biweekly			
1	Marital status	Single			
I	Utah Taxable Wages	\$1,000			
-	 Utah taxable wages 			1,000	
2	2. Multiply line 1 by .0495 (4.95	5%)		50	
3	3. Base allowance		14		
2	4. Line 1 minus \$274 (not less t	han 0)	726		
Ę	5. Multiply line 4 by .013 (1.3%)	9		
6	6. Line 3 minus line 5 (not less	than 0)	5		
7	7. Withholding tax - line 2 minu	is line 6		45	
					J

Example 3 - Use Schedule 3, Semimonthly/Married

Payroll period	Semimor	nthly	
Marital status	Married		
Utah Taxable Wages	\$855		
1. Utah taxable wages			855
2. Multiply line 1 by .0495 (4	.95%)		42
3. Base allowance		30	
4. Line 1 minus \$594 (not les	s than 0)	261	
5. Multiply line 4 by .013 (1.3	3%)	3	
6. Line 3 minus line 5 (not les	ss than 0)	27	
7. Withholding tax - line 2 mi	nus line 6		15

Example 4 - Use Schedule 4, Monthly/Married

Payroll period	Monthly		
Marital status	Married		
Utah Taxable Wages	\$2,500		
1. Utah taxable wages			2,500
2. Multiply line 1 by .0495 (4.	95%)		124
3. Base allowance		60	
4. Line 1 minus \$1,188 (not le	ess than 0)	1,312	
5. Multiply line 4 by .013 (1.3	%)	17	
6. Line 3 minus line 5 (not les	s than 0)	43	
7. Withholding tax - line 2 min	nus line 6		81

Example 5 - Use Schedule 5, Quarterly/Single

Payroll period	Quarter	у	
Marital status	Single		
Utah Taxable Wages	\$8,000		
1. Utah taxable wages		;	8,000
2. Multiply line 1 by .0495 (4.95%)		396
3. Base allowance		90	
4. Line 1 minus \$1,782 (not	t less than 0)	6,218	
5. Multiply line 4 by .013 (1	.3%)	81	
6. Line 3 minus line 5 (not le	ess than 0)	9	
7. Withholding tax - line 2 n	ninus line 6		387
-			

Example 6 - Use Schedule 8, Daily/Married

Payroll period	Daily		
Marital status	Married		
Utah Taxable Wages	\$150		
1. Utah taxable wages			150
2. Multiply line 1 by .0495 ((4.95%)		7
3. Base allowance		3	
4. Line 1 minus \$55 (not les	ss than 0)	95	
5. Multiply line 4 by .013 (1	.3%)	1	
6. Line 3 minus line 5 (not l	less than 0)	2	
7. Withholding tax - line 2 r	minus line 6		5

Utah Withholding Tables

Weekly and Biweekly Payroll Periods

UTAH TA	ABLE 1	WEEKLY Payroll Period (52 pay periods per year)		UTAH TA	UTAH TABLE 2 BIWEEKLY Payroll Period (26 pay periods per year)			
		Find wages in "If UT taxable w	a a a a a a a a a a a a a a a a a a a	Find wages in "If UT taxable wages are"		anall aabumma		
f UT taxable	wages are -		ages are columns.	If UT taxable	wages are -	This is amount to withhold.		are columns.
	-	This is amount to withhold.		-	-	This is amount to with		
at	but	Week		at	but		Biweekly	
least	less than	Single	Married	least	less than	Single		Married
\$0	\$96	\$0	\$0	\$0	\$192		\$0	
96	129	0	0	192	258		0	
129	162	0	0	258	323		1	
162	194	2	0	323	388		5	
194	227	4	0	388	454		9	
227	260	6	0	454	519		13	
260	292	9	0	519	585		17	
200	325	11	2	585	650		21	
							21 25	
325	358	13	4	650	715			
358	390	15	6	715	781		29	
390	423	17	8	781	846		33	
423	456	19	10	846	912		38	
456	488	21	12	912	977		42	
488	521	23	14	977	1,042		46	
521	554	25	16	1,042	1,108		50	
554	587	23	18	1,042	1,108		54	
587	619	29	20	1,173	1,238		58	
619	652	31	22	1,238	1,304		62	
652	685	33	24	1,304	1,369		66	
685	717	35	26	1,369	1,435		69	
717	750	36	28	1,435	1,500		73	
750	783	38	30	1,500	1,565		76	
783	815	40	33	1,565	1,631		79	
	848	40	35		1,696			
815				1,631			82	
848	881	43	37	1,696	1,762		86	
881	913	44	39	1,762	1,827		89	
913	946	46	41	1,827	1,892		92	
946	979	48	43	1,892	1,958		95	
979	1,012	49	45	1,958	2,023		99	
1,012	1,044	51	47	2,023	2,088		102	
1,044	1,077	52	49	2,088	2,154		105	
1,077	1,110	54	51	2,154	2,219		108	
1,077	1,142	56	53	2,134	2,219		111	
1,142	1,175	57	55	2,285	2,350		115	
1,175	1,208	59	57	2,350	2,415		118	
1,208	1,240	61	59	2,415	2,481		121	
1,240	1,273	62	61	2,481	2,546		124	
1,273	1,306	64	63	2,546	2,612		128	
1,306	1,338	65	65	2,612	2,677		131	
1,338	1,371		67	2,677	2,742		134	
1,338	1,371		69	2,077	2,742		134	
1,404	1,437	70	70	2,808	2,873		141	
1,437	1,469	72	72	2,873	2,938		144	
1,469	1,502	74	74	2,938	3,004		147	
1,502	1,535	75	75	3,004	3,069		150	
1,535	1,567	77	77	3,069	3,135		154	
1,567	1,600	78	78	3,135	3,200		157	
1,600	1,633	80	80	3,200	3,265		160	
1,633	1,665	82	82	3,265	3,331		163	
1,665	1,698	83	83	3,331	3,396		166	
1,698	1,731	85	85	3,396	3,462		170	
1,731	1,763	86	86	3,462	3,527		173	
1,763	1,796	88	88	3,527	3,592		176	
1,796	1,829	90	90	3,592	3,658		179	
1,829	1,862	91	91	3,658	3,723		183	
1,862	1,894	93	93	3,723	3,788		186	
1,802	1,927	95	95	3,788	3,854		180	

Semimonthly and Monthly Payroll Periods

UTAH TA	ABLE 3	SEMIMONTHLY Payroll Period (24 pay periods per year)		UTAH T.	ABLE 4	MONTHLY Payroll Period (12 pay periods per year) Find wages in "If UT taxable wages are" columns		
If UT taxable	wages are -	Find wages in "If UT taxable wages are" co This is amount to withhold.	lumns.	If UT taxable	wages are -	Find wages in "If UT This is amount to wit	hhold.	are" columns.
at	but	Semimonthly		at	but		Monthly	
least	less than	Single Ma	rried	least	less than	Single		Married
\$0	\$208	\$0	\$0	\$0	\$417		\$0	\$
208	279	0	0	417	558		0	
279	350	1	0	558	700		2	
350	421	5	0	700	842		10	
421	492	10	0	842	983		19	
492	563	14	0	983	1,125		28	
		19	0				37	
563	633			1,125	1,267			
633	704	23	4	1,267	1,408		46	
704	775	27	9	1,408	1,550		55	1
775	846	32	13	1,550	1,692		64	2
846	917	36	17	1,692	1,833		72	3
917	988	41	22	1,833	1,975		81	4
988	1,058	45	26	1,975	2,117		90	5
1,058	1,129	49	31	2,117	2,258		99	6
1,129	1,200	54	35	2,258	2,400		108	7
1,200	1,271	58	39	2,400	2,542		117	7
1,200	1,342	63	44	2,542	2,683		126	8
								8 9
1,342	1,413	67	48	2,683	2,825		134	
1,413	1,483	72	53	2,825	2,967		143	10
1,483	1,554	75	57	2,967	3,108		150	11-
1,554	1,625	79	62	3,108	3,250		157	12
1,625	1,696	82	66	3,250	3,392		164	13
1,696	1,767	86	70	3,392	3,533		171	14
1,767	1,838	89	75	3,533	3,675		178	15
1,838	1,908	93	79	3,675	3,817		185	15
1,908	1,979	96	84	3,817	3,958		192	16
1,979	2,050	100		3,958	4,100		192	10
2,050	2,030	100	93	4,100	4,100		206	18
2,121	2,192	107	97	4,242	4,383		213	19
2,192	2,263	110	101	4,383	4,525		220	20
2,263	2,333	114	106	4,525	4,667		227	21
2,333	2,404	117	110	4,667	4,808		235	22
2,404	2,475	121	115	4,808	4,950		242	23
2,475	2,546	124	119	4,950	5,092		249	23
2,546	2,617	128	124	5,092	5,233		256	24
2,617	2,688	131	128	5,233	5,375		263	25
2,688	2,758	135	132	5,375	5,517		270	26
2,758	2,829	138	137	5,517	5,658		277	27
2,829	2,900	142	141	5,658	5,800		284	28
2,829	2,900	142	141	5,800	5,800		204	28
2,971	3,042		149	5,942	6,083		298	29
3,042	3,113	152	152	6,083	6,225		305	30
3,113	3,183	156	156	6,225	6,367		312	31
3,183	3,254	159	159	6,367	6,508		319	31
3,254	3,325	163	163	6,508	6,650		326	32
3,325	3,396	166	166	6,650	6,792		333	33
3,396	3,467	170	170	6,792	6,933		340	34
3,467	3,538	173	173	6,933	7,075		347	34
3,538	3,608	173	175	7,075	7,073		354	35
3,608	3,679	180	180	7,217	7,358		361	36
3,679	3,750	184	184	7,358	7,500		368	30
3,750	3,821	187	187	7,500	7,642		375	37
3,821	3,892	191	191	7,642	7,783		382	38
3,892	3,963	194	194	7,783	7,925		389	38
3,963	4,033	198	198	7,925	8,067		396	39
4,033	4,104	201	201	8,067	8,208		403	40
т,055	4,104	201 205	201	8,007	8,208		403	40

Quarterly and Semiannual Payroll Periods

UTAH TA	ABLE 5	QUARTERLY Payroll Period		UTAH TA	ABLE 6	SEMIANNUAL Payroll Period	
		(4 pay periods per year)		(2 pay periods per year)			
If UT taxable	wages are -	Find wages in "If UT taxable wages are" of	columns.	If UT taxable	wages are -	Find wages in "If UT taxable wages a	re" columns.
	L	This is amount to withhold.			L	This is amount to withhold. Semiannual	
at	but	Quarterly Single N	[anniad	at	but		Manniad
least \$0	less than \$1,250	\$0	Iarried \$0	least \$0	less than \$2,500	Single \$0	Married \$
1,250	1,675	50 0	50 0		3,350	0	Φ
				2,500			
1,675	2,100	5	0	3,350	4,200	10	
2,100	2,525	31	0	4,200	5,050	63	
2,525	2,950	58	0	5,050	5,900	116	
2,950	3,375	84	0	5,900	6,750	169	
3,375	3,800	111	0	6,750	7,600	222	
3,800	4,225	138	24	7,600	8,450	275	4
4,225	4,650	164	51	8,450	9,300	328	10
4,650	5,075	191	78	9,300	10,150	381	15
5,075	5,500	217	104	10,150	11,000	435	20
5,500	5,925	244	131	11,000	11,850	488	26
5,925	6,350	270	157	11,850	12,700	541	31
6,350	6,775	297	184	12,700	13,550	594	36
6,775	7,200	324	210	13,550	14,400	647	42
7,200	7,625	350	237	14,400	15,250	700	47
7,625	8,050	377	264	15,250	16,100	753	52
8,050	8,475	403	290	16,100	16,950	806	58
8,475	8,900	430	317	1 <mark>6,</mark> 950	17,800	860	63
8,900	9,325	451	343	1 <mark>7,80</mark> 0	18,650	902	68
9,325	9,750	472	370	18,650	19,500	944	74
9,750	10,175	493	396	19,500	20,350	986	79
10,175	10,600	514	423	20,350	21,200	1,028	84
10,600	11,025	535	449	21,200	22,050	1,070	89
11,025	11,450	556	476	22,050	22,900	1,113	95
11,450	11,875	577	503	22,900	23,750	1,155	1,00
11,875	12,300	598	529	23,750	24,600	1,197	1,05
12,300	12,725	619	556	24,600	25,450	1,239	1,11
12,725	13,150	640	582	25,450	26,300	1,281	1,10
13,150	13,575	661	609	26,300	27,150	1,323	1,21
13,575	14,000	682	635	27,150	28,000	1,365	1,27
14,000	14,425	704	662	28,000	28,850	1,407	1,32
14,425	14,850	725	689	28,850	29,700	1,449	1,32
14,850	15,275	746	715	29,700	30,550	1,491	1,43
15,275	15,700	767	742	30,550	31,400	1,533	1,48
15,700	16,125	788	768	31,400	32,250	1,575	1,53
16,125	16,550	809	795	32,250	33,100	1,617	1,59
16,550	16,975	830	821	33,100	33,950	1,659	1,64
16,975	17,400	850	848	33,950	34,800	1,702	1,6
17,400	17,400	872	872	34,800	35,650	1,762	1,0
17,400	18,250	802	893	35,650	36,500	1,744	1,7
18,250	18,230	014	914	36,500	37,350	1,828	1,7
18,230	19,100	025	935	37,350	38,200	1,828	1,8
	19,100	955	955				1,0
19,100		936	956	38,200 39,050	39,050	1,912	
19,525	19,950		977		39,900	1,954	1,9 1,9
19,950	20,375	998		39,900	40,750	1,996	
20,375	20,800	1,019	1,019	40,750	41,600	2,038	2,0
20,800	21,225	1,040	1,040	41,600	42,450	2,080	2,0
21,225	21,650	1,061	1,061	42,450	43,300	2,122	2,1
21,650	22,075	1,082	1,082	43,300	44,150	2,164	2,1
22,075	22,500	1,103	1,103	44,150	45,000	2,206	2,2
22,500	22,925	1,124	1,124	45,000	45,850	2,249	2,2
22,925	23,350	1,145	1,145	45,850	46,700	2,291	2,2
23,350	23,775	1,166	1,166	46,700	47,550	2,333	2,3
23,775	24,200	1,187	1,187	47,550	48,400	2,375	2,3
24,200	24,625	1,208	1,208	48,400	49,250	2,417	2,4
24,625	25,050	1,229	1,229	49,250	50,100	2,459	2,4

Annual and Daily/Miscellaneous Payroll Periods

UTAH TABLE 7 ANNUAL Payroll Period (1 pay period per year)		UTAH TABLE 8 DAILY or MISCELLANEOUS Payroll Period (260 pay periods per year)						
If UT taxable	wages are -	Find wages in "If UT ta This is amount to with	-	are" columns.	If UT taxable	wages are -	Find wages in "If UT taxable wages are" This is amount to withhold.	columns.
at	but		Annual		at	but	Daily or Miscellaneous	5
least	less than	Single		Married	least	less than	Single	Married
\$0	\$5,000		\$0	\$0	\$0	\$19	\$0	\$0
5,000	6,700		0	0	19	26	0	(
6,700	8,400		19	0	26	32	0	(
8,400	10,100		125	0	32	39	0	(
10,100	11,800		232	0	39	45	1	(
11,800	13,500		338	0	45	52	1	(
13,500	15,200		444	0	52	58		(
15,200	16,900		550	98	58	65		(
						72		
16,900	18,600		657	204	65			1
18,600	20,300		763	310	72	78	3	1
20,300	22,000		869	417	78	85	3	2
22,000	23,700		975	523	85	91	4	2
23,700	25,400		1,082	629	91	98	4	2
25,400	27,100		1,188	735	98	104	5	3
27,100	28,800		1,294	842	104	111	5	3
28,800	30,500		1,400	948	111	117	5	4
30,500	32,200		1,507	1,054	117	124	6	4
32,200	33,900		1,613	1,160	124	130	6	4
33,900	35,600		1,719	1,267	130	130		5
							7	
35,600	37,300		1,804	1,373	137	143		5
37,300	39,000		1,888	1,479	143	150	7	6
39,000	40,700		1,973	1,585	150	157	8	6
40,700	42,400		2,057	1,692	157	163	8	7
42,400	44,100		2,141	1,798	163	170	8	7
44,100	45,800		2,225	1,904	170	176	9	7
45,800	47,500		2,309	2,010	176	183	9	8
47,500	49,200		2,393	2,117	183	189	9	8
49,200	50,900		2,477	2,223	189	196	10	ç
50,900	52,600		2,562	2,329	196	202	10	ç
52,600	54,300		2,646	2,435	202	202	10	ç
54,300	56,000		2,730	2,542	202	215	10	10
					209		11	10
56,000	57,700		2,814	2,648		222		
57,700	59,400		2,898	2,754	222	228	11	11
59,400	61,100		2,982	2,860	228	235	11	11
61,100	62,800		3,067	2,967	235	242	12	11
62,800	64,500		3,151	3,073	242	248	12	12
64,500	66,200		3,235	3,179	248	255	12	12
66,200	67,900		3,319	3,285	255	261	13	13
67,900	69,600		3,403	3,392	261	268	13	13
69,600	71,300		3,487	3,487	268	274	13	13
71,300	73,000		3,571	3,571	274	281	14	14
73,000	74,700		3.656	3,656	281	287	14	14
73,000	76,400		3,030- 3,740	3,740	281	287	14	14
76,400	78,100		3,824	3,824	294	300	15	1
78,100	79,800		3,908	3,908	300	307	15	1
79,800	81, 500		3,992	3,992	307	313	15	1
81,500	83,200		4,076	4,076	313	320	16	1
83,200	84,900		4,160	4,160	320	327	16	1
84,900	86,600		4,245	4,245	327	333	16	1
86,600	88,300		4,329	4,329	333	340	17	1
88,300	90,000		4,413	4,413	340	346	17	1
90,000	91,700		4,497	4,497	346	353	17	1
90,000 91,700	91,700		4,497 4,581			355	17	
				4,581	353			1
93,400	95,100		4,665	4,665	359	366	18	1
95,100	96,800		4,750	4,750	366	372	18	1
96,800	98,500		4,834	4,834	372	379	19	1
98,500	100,200		4,918	4,918	379	385	19	1