

How to Make a Utah Sales Tax Payment Online

1. Logon to the TAP website at:
<http://tap.utah.gov/>
2. Select “Make e-Check Payment”

TAP UTAH'S TAXPAYER ACCESS POINT

☰ Taxpayer Access Point

Home

→ **Individual**
Click Here for Individual Income Tax Options

Business
Log in/Create a TAP Login
Apply for a Tax Account (TC-69)
Download Return Templates
Import Return Template
Lookup Sales Tax Rates
TC90CY County Reimbursement
Application for a Letter of Good Standing
Attach and Submit Power of Attorney

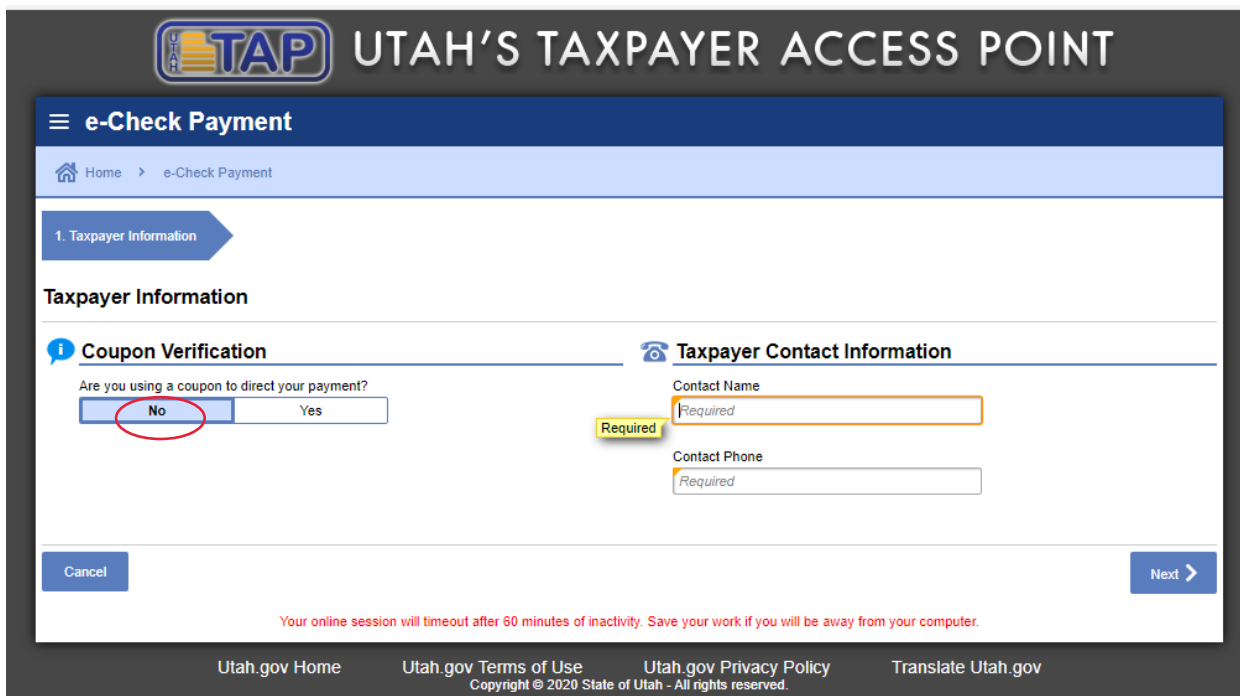
I Want To
Find a Submission
Make e-Check Payment
Make Credit Card Payment
Help Manual
FAQs
Maintenance Down Time
Technical Support Info

Municipalities and Agencies ONLY
Click Here to Access Tax Data

Utah sales and use tax returns and other sales related tax returns must be filed electronically, starting with returns due November 2, 2020. More information is available at tax.utah.gov.

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3. Select "No" under Coupon Verification
4. Enter your name and phone number in Taxpayer Contact Information
5. Select "Next"



UTAH'S TAXPAYER ACCESS POINT

e-Check Payment

Home > e-Check Payment

1. Taxpayer Information

Taxpayer Information

Coupon Verification

Are you using a coupon to direct your payment?

No Yes

Taxpayer Contact Information

Contact Name Required

Contact Phone Required

Cancel Next >

Your online session will timeout after 60 minutes of inactivity. Save your work if you will be away from your computer.

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6. Click on “Click here to add a payment”
7. Fill in the required boxes for Payment Information
 - Account Information
 - Account Type = Sales Tax (STC)
 - ID Type = Account ID
 - ID = Enter your UT sales tax account number
 - Account Name = Enter your business account name
 - Payment Channel
 - Payment Channel Type = Direct Debit – USA
 - Bank Account Type
 - Routing Number
 - Account Number
 - Confirm Account Number
 - Payment Information
 - Payment Type = Return Period Payment
 - Filing Frequency = Quarterly (for most taxpayers)
 - Filing Period End Date = Select the end date for the period you are paying
 - Payment Date = Enter the date you want to make you payment Payment
 - Amount = Enter the amount you want to pay
8. Click on “Add”
9. Follow the prompts to finish making your tax payment.

The screenshot displays the 'e-Check Payment' interface on the UTAH'S TAXPAYER ACCESS POINT. The main heading is 'e-Check Payment' with a navigation breadcrumb 'Home > e-Check Payment'. Below this, there are two steps: '1. Taxpayer Information' and '2. Payment Information', with the second step being active. The 'Payment Information' section contains a table with columns for Account Type, Filing Period, Payment Type, Payment Date, and Payment Amount. A link 'Click here to add a payment' is visible below the table. A 'Cancel' button is on the left, and 'Previous' and 'Next' buttons are on the right. A red warning message states: 'Your online session will timeout after 60 minutes of inactivity. Save your work if you will be away from your computer.'

The 'Payment Information' modal window is open, showing three sections: 'Account Information', 'Payment Channel', and 'Payment Information'. The 'Account Information' section includes 'Account Type' (Withholding (WTH)), 'ID Type' (Account ID), 'ID' (Required), and 'Account Name' (Required). The 'Payment Channel' section includes 'Payment Channel Type' (Direct Debit - USA), 'Bank Account Type' (Required), 'Routing Number' (Required), 'Account Number' (Required), and 'Confirm Account Number' (Required). The 'Payment Information' section includes a note about scheduling payments up to 130 days in advance, a link for help, 'Payment Type' (Return/Period Payment), 'Filing Frequency' (Quarterly), 'Filing Period End Date' (30-Sep-2020), 'Payment Date' (08-Oct-2020), and 'Payment Amount' (Required). A yellow tooltip on the left side of the 'ID' field says 'Required' and 'Format: 99999999-999-WTH'. 'Add' and 'Cancel' buttons are at the bottom right of the modal.