PT-30,
Natural Resources Additions Template

Excel Instructions

General Instructions

Use this spreadsheet to file your Additions for the annual Natural Resources return. Keep all supporting documentation in case of audit. Check these resources if you need more help.

Note: *This is the only approved template to upload your data.*

Follow these steps to complete and submit your return:

1. Complete and save your return.
2. Go to Taxpayer Access Point (TAP).
3. Log into your account and upload your file.

Important

- Complete schedule 30A4, Location Additions, before the rest of the schedules. It generates an ID you will use on the other schedules.
- 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.
- Microsoft Excel 2010 automatically saves files as .xlsx. You must save your file as .xls to upload.

Line-by-Line Instructions – Return

Enter your Contact and Report information on lines 3-5 of the return (tab PT-30). Mark the **Amended** box on line 8 if you are filing an amended return.

The rest of return will auto populate based on your entries in the following schedules. Please complete each schedule that applies.

Schedule A4 – Location Additions

Skip this schedule if you have no additions or deletions to owned and leased personal property as of January 1.

Column B	This temporary location ID is automatically generated for your location additions. You MUST use this number on schedules PT-30A1, PT-30A2, and PT-30A3 for items related to the new location.
Column C	Enter the location name.
Column D	Enter API (Required for wells)
Column E	Enter the tax area.
Column F	Enter the tax area extension.
Column G	Enter the county.
Column H	Enter the township.
Column I	Enter the range.
Column J	Enter the section.
Column K	Enter the quarter(s).
Column L	Enter the meridian.
Column M	Enter the 6-character UTME.
Column N	Enter the 7-character UTMN.
Column O	Unit ID.

Schedule A1 – Construction Work in Progress (CWIP)

Report the expended cost of major construction projects (compressor stations, processing plants, etc.) that are partially complete on January 1. Only include costs that are:

- To be capitalized to property, plant, and equipment accounts
- For expansion and not merely for existing plant replacement

Skip this schedule if you have no CWIP as of January 1.

Column B	Choose the ID Type you are using (API#, Location#, or TEMP#).
	Note: Choose TEMP# and complete Schedule PT-30A4 for new locations.
Column C	Enter your ID number.
	Note: Choose TEMP# and complete Schedule PT-30A4 for new locations.
Column D	Enter your Owner CWIP ID.
Column E	Enter the project name.
Column F	Enter the project description.
Column G	Use the MM/DD/YY format to enter the estimated completion date.
Column H	Enter the cost as of the lien date.

Schedule A2 – Improvements Owned and Leased Additions

Skip this schedule if you have no additional improvements owned and leased as of January 1.

Column B	Choose the ID Type you are using (API#, Location#, or TEMP#).
	Note: Choose TEMP# and complete Schedule PT-30A4 for new locations.
Column C	Enter your ID number.
	Note: Choose TEMP# and complete Schedule PT-30A4 for new locations.
Column D	Enter your Owner Improvement ID.
Column E	Enter the description.
Column F	Enter the dimensions and ceiling height.

Column G   Use the YYYY format to enter the year built.

Column H   Use the YYYY format to enter the acquisition year.

Column I   Enter the acquisition cost.

Column J   Enter the Tribal Exemption percentage.

Column K   Enter the Building Permit number.

Column L   Enter **Y** if the property is leased. Continue to the leased section (column M). Otherwise, enter **N** and go to the next schedule.

Note: Only enter information for the next section if the property is leased.

Column M   Enter the lessor's name.

Column N   Enter the lessor's line 1 address.

Column O   Enter the lessor's line 2 address.

Column P   Enter the lessor's city.

Column Q   Enter the lessor's state abbreviation.

Column R   Enter the lessor's zip code.

Column S   Enter the lessor's phone number with area code.

Column T   Enter the lessor's fax number with area code if applicable.

Column U   Enter the lessor's email address.

Column V   Enter the length of the lease in months.

Column W   Enter the monthly lease payment amount.

Column X   Use the MM/DD/YY format to enter the lease acquisition date.

Schedule A3 – Personal Property Owned and Leased Additions

Skip this schedule if you have no additions or deletions to owned and leased personal property as of January 1.

Column B	Choose the ID Type you are using (API#, Location#, or TEMP#).

                                         Note: *Choose TEMP# and complete Schedule PT-30A4 for new locations.*

Column C   Enter your API or Location ID number for existing locations.

                                         Note: *Choose TEMP# and complete Schedule PT-30A4 for new locations.*

Column D   Enter your owner equipment ID.

Column E   Enter the property type.

Column F   Enter the property make.

Column G   Enter the property model year.

Column H   Enter the property model.

Column I   Enter the property description.

Column J   Enter the property serial number.

Column K   Use the YYYY format to enter the acquisition year.

Column L   Enter the property class.

Column M   Enter the property acquisition cost.

Column N   Enter the Tribal Exemption percentage.

Column O   Enter **Y** if the property is licensed or registered in Utah. Otherwise, enter **N**.

Column P   Enter **Y** if the property is leased. Continue to the Leased section (column Q). Otherwise, enter **N** and go to the next schedule.

Note: Only enter information for the next section if the property is leased.

Column Q   Enter the lessor's name.

Column R   Enter the lessor's line 1 address.

Column S   Enter the lessor's line 2 address.

Column T   Enter the lessor's city.

Column U   Enter the lessor's state abbreviation.

Column V   Enter the lessor's zip code.

Column W   Enter the lessor's phone number with area code.

Column X   Enter the lessor's fax number with area code if applicable.

Column Y   Enter the lessor's email address.

Column Z   Enter the length of the lease in months.

Column AA   Enter the monthly lease payment amount.

Column AB   Use the MM/YY format to enter the lease acquisition date.

Schedule B – Land Owned and Leased Additions

Skip this schedule if you have no additions or deletions to owned and leased personal property as of January 1.

Include all owned and leased land additions and deletions. Also include any existing land parcels utilized in your mining operation that are not included in the Land Valuation report.

Column B   Choose the land type (Parcel or Mining).

Column C   Choose Purchased or Leased.

Column D   Enter the number of acres you use for mining.

Column E   Enter the county.

Column F   Enter the area.

Column G   Enter the tax area extension.

Column H   Enter the total and mining claim acres.

Note: Only enter information for Column I if your land type is a parcel.

Column I   Enter the county parcel number.

Note: Only enter information in Columns J-M if you have mining claims.

Column J   Enter your mining claim survey number.

Column K   Enter mining claim name.

Column L   Enter the mining district.

Column M   Enter the sheet number.

Column N   This column is for Tax Commission use.

Note: Only enter information in Columns O-U if the land was purchased.

Column O   Enter the seller name.

Column P   Enter the county in which the purchase was recorded.

Column Q   Use the MM/DD/YY format to enter the date the county recorded the purchase.

Column R   Enter the book number in which the purchase was recorded.

Column S   Enter the page number on which the purchase was recorded.

Column T   Enter the entry number of the purchase.

Column U   Enter the ownership percentage.

Note: Only enter information for the next section if the property is leased.

Column V   Enter the lessor's name.

Column W   Enter the lessor's line 1 address.

Column X   Enter the lessor's line 2 address.

Column Y   Enter the lessor's city.

Column Z   Enter the lessor's state abbreviation.

Column AA   Enter the lessor's zip code.

Column AB   Enter the lessor's phone number with area code.

Column AC   Enter the lessor's fax number with area code if applicable.

Column AD   Enter the lessor's email address.

Column AE   Enter the length of the lease in months.

Column AF   Enter the monthly lease payment amount.

Column AG   Use the MM/DD/YY format to enter the lease acquisition date.

References/Resources

Information Updates

Contact the Tax Commission immediately if account information changes. Use the following forms:

- **PT-69**, *Utah State Business and Tax Registration* — open a new business or change ownership
- **PT-69C**, *Notice of Change for a Tax Account* — change address, close an outlet or account, and add or remove an officer or owner
- **PT-69L**, *Landowner's Centrally Assessed Property Tax Registration* —register for your landowner's centrally assessed property taxes

Taxpayer Resources

See the Property Tax Division's home page at **propertytax.utah.gov** for access to online services, forms, and publications.

The Tax Commission offers online workshops to help taxpayers understand Utah taxes. See **tax.utah.gov/training** for a list of all training resources.