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General Instructions

Use this spreadsheet to file your Railcar 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 your schedules first. Information will transfer from them to the white boxes on your return.
- 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 information on lines 3-5 of the return. 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 A – Acquisition Cost

- Column B Enter the year acquired.
Column C Enter the number of cars owned or leased.
Column D Enter the acquisition cost.

Schedule B – Betterment Cost

Column B Enter the year.
Column C Enter the Betterment cost.

Schedule C – Marks

Column B Enter the Mark.
Column C Enter the Railroad Code.
Column D Enter the number of Utah miles.
Column E Enter the System miles.

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.