

General Instructions .....1  
Line-by-Line Instructions – Return.....1  
Schedule A – Acquisition Cost .....1  
Schedule B – Betterment Cost.....2  
Schedule C – Marks .....2  
References/Resources.....2

## 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](http://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](http://tax.utah.gov/training) for a list of all training resources.