

Utah State Tax Commission  
**Business Tax  
Payment Agreement Request**

**TC-804B**  
Rev. 12/06

Get forms online - [tax.utah.gov](http://tax.utah.gov)



**DO NOT** use this form if you are currently making payments on an existing payment agreement. Instead, call (801) 297-7703 or 1-800-662-4335, extension 7703

Business name	EIN or social security number (if sole proprietor)
Current address	Contact name
	Daytime telephone number
List all account numbers related to your business	
Sales tax #: _____	
Withholding tax #: _____	Other tax types and #: _____

**TIP:** If you are submitting this form in response to a billing notice, do not complete lines 1 through 4. Instead, attach the bottom section of the billing notice to this form and complete lines 5 through 7.

1. Enter the tax return form number for which you are making this request (example, "TC-20") .....
2. Enter the tax year or period for which you are making this request .....   
(example, "2006" or "Apr - Jun 2006 Qtr")
3. Enter the total amount you owe as shown on your tax return ..... \$
4. Enter the amount of any payment you are making with your tax return or notice ..... \$   
Make your payment as large as possible to limit penalty and interest charges.
5. Enter the amount you can pay each month. Minimum payment requirements are: ..... \$ 
  - a. If the business is a sole proprietor or partnership, the payment should be large enough to pay off the tax due, penalty and interest within 24 months.
  - b. If the business is a corporation, S-Corporation, LLC or LLP and the tax amount due is:
    - i. less than \$5,000, your payment should be large enough to pay off the tax due, penalty and interest within 24 months (minimum payment \$25).
    - ii. equal to or greater than \$5,000, three equal payments - if unable to pay in-full in 90 days, contact the Tax Commission for further instructions.

Make your payment as large as possible to limit penalty and interest charges. Late filing, late payments and extension penalties may apply. Interest will be assessed and continue to accrue until the amount owed is paid in full. Penalty and interest information is available online at [tax.utah.gov](http://tax.utah.gov).
6. Enter the day of the month you want your payments to be due (example, "5th day" of .....   
each month). Your payment must be received on or before the payment due date.
7. You must have filed tax returns for all prior filing periods before your payment agreement will be approved.  
If you have not, list the year(s) and tax types for which you have not filed a return and the date you will be filing the returns.

I have read and understand the requirements of this request.

Owner's signature

Date

If you need an accommodation under the Americans with Disabilities Act, contact the Tax Commission at (801) 297-3811 or Telecommunications Device for the Deaf (801) 297-2020. Please allow three days for a response.