

TC-554 Quarterly Escrow Payment Affidavit Excel Instructions

Use this template to report your installment deposits for this quarter. You must complete the entire report and schedule. Keep supporting documentation in case of audit.

Use [these resources](#) if you need further assistance.

General Template Instructions

Follow these steps to complete and submit your application:

1. [Complete the Brand Sales schedule first.](#)
2. [Complete your report.](#)
3. Save your report.
4. Go to [Taxpayer Access Point \(TAP\)](#).
5. Upload your file.

This template has the following tabs:

- *Instructions*
- *TC-554 Report*
 - Complete this after your schedule.
- *Brand Sales Schedule*
 - Complete this first.

Important

- *Complete your schedules before the return.*
- Enter information in the **Blue** fields.
 - **White** fields will populate from schedule data.
 - **Yellow** fields will automatically calculate.
- Don't leave blank lines between entires in the template. It will cause errors.
- Round to the nearest whole numbers and dollars.
- Dropdown menus have been provided where possible.

Saving your File

Microsoft Excel 2010 automatically saves files as .xlsx. You must save your file as .xls to upload.

Also be sure to:

- Enter all certification information
- Remember the name to upload

Brand Sales Schedule Instructions

Brand Sales Schedule

- Column 1 Choose the brand name.
- Column 2 Select cigarettes or RYO. If a brand is sold as both cigarettes and RYO, use a separate record for each.
- Column 3 Enter the number of cigarettes or RYO ounces sold in Utah during this period (directly or indirectly through any distributor, retailer or similar agent).
- Column 4 Column 3 converted to number of sticks.
- Column 5 Column 4 divided by the current conversion rate.

TC-554 Line-by-Line Instructions

General Information

Non Participating Manufacturers (NPMs) selling cigarettes in Utah must certify their quarterly installment deposits into an escrow account. See Utah Code §59-14-602(3)(c).

Annual Reconciliation

If your quarterly payments don't meet your annual liability, you must make a reconciliation payment by April 30 of the next year. To report previously unreported sales, amend the *Quarterly Escrow Payment Affidavit* for the last quarter of the year. Check the "Amended" box on the top of the form.

Contact/Report Information

Enter the company, designated contact, and name of person completing the form. The designated contact will receive Tax Commission correspondence regarding quarterly payments.

Note: You must fill out Contact/Return information to complete your form.

Certification and Agreement

Enter your financial institution (escrow agent) information. See Utah Code §59-22-202(6). The total amount held for the State of Utah is the amount held in the Utah sub-account as of the date of certification.

Escrow Deposit

- Line 1 Total cigarette sticks and RYO equivalents sold for all brands (autofilled from Brand Sales schedule).
- Line 2 Current rate per unit.

- Line 3 Total of lines 1 and 2.
- Line 4 Enter the amount you paid into the escrow account for this period. Attach and upload proof of deposit(s) from your financial institution.
- Note: Proof may be a receipt or a letter from your financial institution and must include the account number, the deposit date, and deposit amount.
- Line 5 Line 3 minus line 4. Call the Tax Commission, Miscellaneous Tax Section at 801-297-3533 if the result is not zero.

Manufacturer Certification

The authorized designee must be an officer, principal, director or other authorized representative of the manufacturer. The authorized designee's name and title must be legibly printed and the signature must be notarized.

References/Resources

- Utah Code Utah Code §59-22-202(6)
- [Publication 51, Utah Approved Tobacco Manufacturers and Cigarette/RYO Brands](#)
- [Publication 65, Tax Information for Retailers, Distributors and Stampers of Cigarettes and Tobacco Products](#)

Returns and Schedules: You may be penalized if you do not file the correct forms and schedules. See tax.utah.gov/tobacco/information for the forms and schedules you must file.

Information Updates: Contact the Tax Commission immediately if account information changes. Submit changes on the following forms:

TC-69, Utah State Business and Tax Registration — open a new business or change ownership

TC-69C, Notice of Change for a Tax Account — change address, close an outlet or account, and add or remove an officer or owner.

Taxpayer Resources: The Tax Commission offers online workshops to help taxpayers understand Utah taxes. Visit tax.utah.gov/training for a list of all training resources. If you need more information or access to online services, forms or publications, visit the Tax Commission's home page at tax.utah.gov.

You may also write or visit the Utah State Tax Commission at 210 North 1950 West, Salt Lake City, UT 84134-0400, or phone 801-297-2200 (1-800-662-4335 outside the Salt Lake area). You can email questions to taxmaster@utah.gov.

For accommodations under the Americans with Disabilities Act, contact the Tax Commission at 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.