INSTRUCTIONS TO FILE A UTAH SALT (State and Local Tax) REPORT AND MAKE A STATE TAX PAYMENT
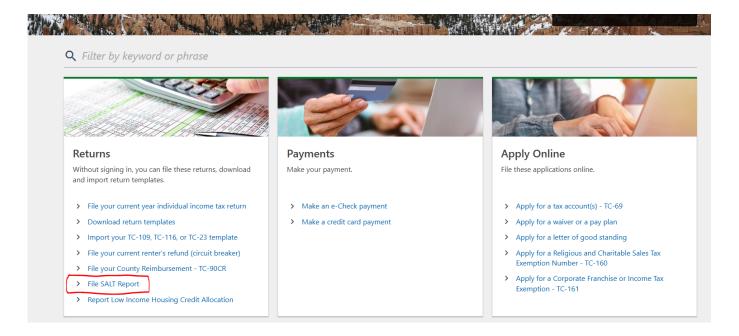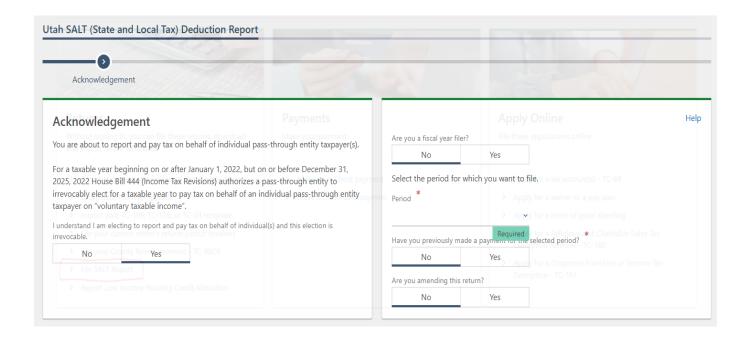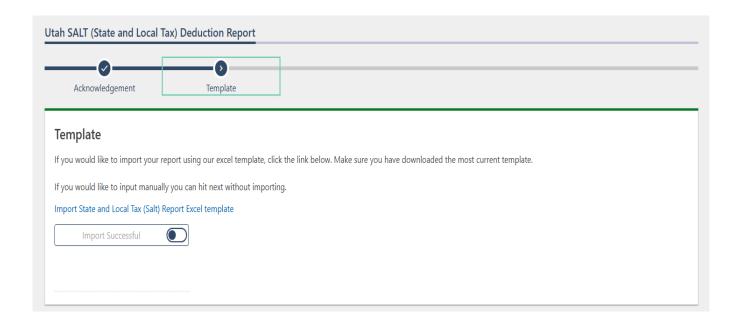
> **PAYMENT MUST BE PAID BY 12/31/2025 TO COUNT FOR 2025 TAX YEAR.**

1. Go to https://tap.tax.utah.gov/TaxExpress
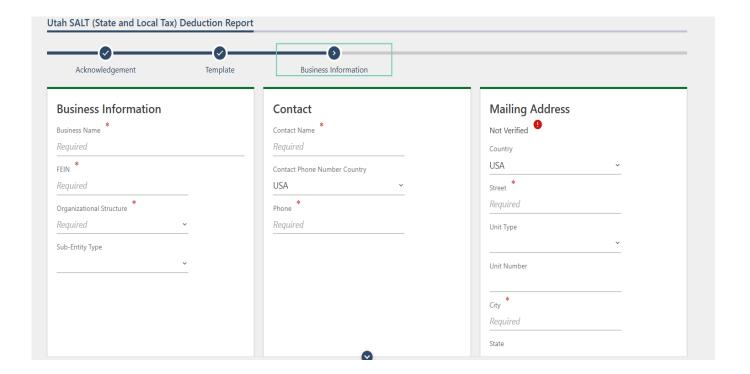2. Select File SALT Report (there is no need to create an account).

3. Select acknowledgment
4. Select tax period (31-Dec-2025)
5. Indicate whether you have made a previous payment for this tax prior.
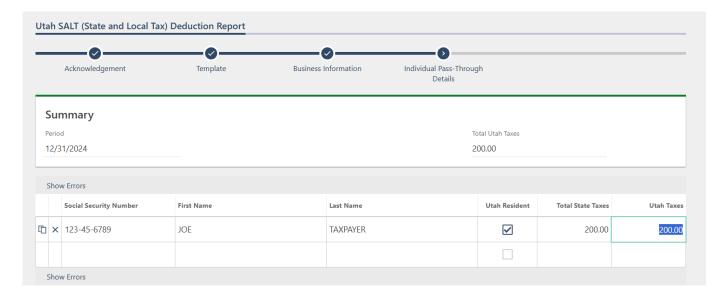6. Indicate whether you are amending the return

7. Template import - you can import a template to file the report.   An excel Template is available on this screen for your use.
8. Click next if you do not want to import a template

Utah SALT (State and Local Tax) Deduction Report

Acknowledgement — Template

Template

If you would like to import your report using our excel template, click the link below. Make sure you have downloaded the most current template.

If you would like to input manually you can hit next without importing.

Import State and Local Tax (Salt) Report Excel template

Import Successful ⬤

9. Enter business entity information - EIN and type of entity
10. Enter contact information including mailing address

Utah SALT (State and Local Tax) Deduction Report

Acknowledgement — Template — Business Information

Business Information

Business Name *
Required

FEIN *
Required

Organizational Structure *
Required

Sub-Entity Type

Contact

Contact Name *
Required

Contact Phone Number Country
USA

Phone *
Required

Mailing Address

Not Verified ⚠

Country
USA

Street *
Required

Unit Type
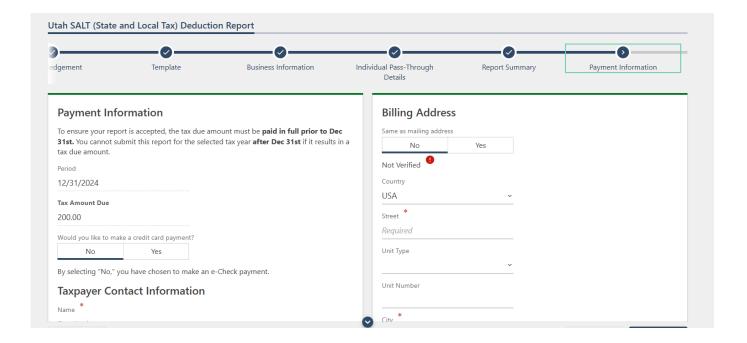
Unit Number

City *
Required

State

11. Fill in name, social security number, residency status, total amount of state taxes being paid for the shareholder/partner to all states and of the amount how much is for Utah taxes. Enter this information for all entity owners.

Utah SALT (State and Local Tax) Deduction Report

Acknowledgement ✓ — Template ✓ — Business Information ✓ — Individual Pass-Through Details ›

Summary

Period	Total Utah Taxes
12/31/2024	200.00

Show Errors

	Social Security Number	First Name	Last Name	Utah Resident	Total State Taxes	Utah Taxes
⎘ ✕	123-45-6789	JOE	TAXPAYER	☑	200.00	200.00
				☐		

Show Errors

12. Verify the summary page is correct. Answer yes to Disclaimer.

Summary

Number of individuals
1

Period
12/31/2024

Total Utah Taxes
200.00

Prior Payment Total
0.00

Tax Amount Due
200.00

Disclaimer

By selecting yes, you declare under penalties of perjury, the information on this report is true, correct, and complete to the best of your knowledge and belief. *

No	Yes

13. Select whether you will pay by credit card (additional fee) or by e-check (no fee) and then fill in the requested contact and billing infromation.
14. Follow instructions to enter credit or e-check information to complete the payment.

15. You must pay the amount due in full on the day of filing the SALT Report.
16. Enter your email address to receive confirmation of filing and payment
17. Print/save a copy of the confirmation