

How to Pay Utah Vouchers

There are three ways to pay your Utah Income Tax Liability, by a paper check, online through a card or e-Check, or via phone.

Paying by Check

- 1) Make your check out to "Utah State Tax Commission." Write the tax year the payment is for and your Social Security number on the Memo line.
- 2) Make sure to include the bottom section of your voucher in the envelope.
- 3) Send the check to:
Utah State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134-0266
- 4) Make sure to keep the top part filled out for your records.

Paying Online

Making a payment online has similar steps, and only differs in the first few steps.

- 1) Go to https://tap.tax.utah.gov/taxexpress/_/ You do not need to sign in to make a payment.
- 2) Scroll down to the "Payments" section and select "Make an e-Check payment" or "Make a credit card payment" depending on which payment type you want to make. Note that card payments do have a 3% fee, while e-Checks do not.
- 3) Fill in your personal information and select "No" on the coupon verification (as that is different from the payment vouchers we provide).
- 4) Select "Click here to add a payment." Under "Select Tax Type" choose "Individual Income Tax (IIT)."
- 5) Choose which ID type you would like to use, Social Security number is usually the most readily available, and fill out the rest of the "Account Information" and "Bank Account Information."
- 6) In the "Payment Information" section select "Return/Period Payment" if it is a UT547 Voucher and "Prepayment" if it is a UT546. The Filing Frequency is annually.
- 7) Enter in the year you want the payment to go towards in the "Payment Period", and the amount on your voucher in the "Payment Amount." Hit "OK when you're done. If you need to pay multiple years you can add more payments, otherwise click "Next."
- 8) Review your payment and hit submit. Make sure to take a screenshot for your records.

Paying Over the Phone

- 1) Call the Utah State Tax Commission at 801-297-7703 or (800-662-4335 ext. 7703).