



## Self-Review – Vacation Rental Properties

### A

#### Do you need to apply for a Sales and Use Tax License?

Answer the following questions.

1. Do you currently have a Sales and Use Tax License to report sales tax and transient room tax on property rentals?

Yes / No

If **Yes**, indicate your Account Number on the **Summary**. If **No**, continue to Question 2.

2. Will you provide regularly rented lodging of less than 30 days in Utah after September 30, 2015?

Yes / No

If you answered “No” to Question 1, and “Yes” to Question 2, you must become licensed to report sales tax and transient room tax. Complete form TC-69, UTAH STATE BUSINESS AND TAX REGISTRATION and send it with your completed self-review package. Form TC-69 may be found online at <http://www.tax.utah.gov/forms/current/tc-69.pdf>.

In Section 7a of form TC-69, you will be asked, “**When will you start selling or making purchases?**” Use **10/1/2015** as the date. In Section 7e, check box 1 or 2, and box 13.

After becoming licensed, you will be required to regularly file a Sales and Use Tax Return (TC-62S or TC-62M), and a Transient Room Tax Return (TC-62T).

### B



#### Checklist:

Complete and return the following documents in the envelope provided.

- Form titled **Summary**.
- Form titled **Worksheet**, one for each rental property location, if tax is due.
- Check payable to “Utah State Tax Commission” for payment of computed tax and interest due, if applicable.
- Form titled **Checklist & Questionnaire**.
- Form **TC-69, UTAH STATE BUSINESS AND TAX REGISTRATION**, if applicable.

### C

#### How can we do better?

In order to serve you better we would like you to evaluate your experience with this Self-Review:

1 ... 2 ... 3 ... 4 ... 5 ... 6 ... 7 ... 8 ... 9 ... 10  
Poor Excellent

Any comments on how we could improve this Self-Review process would be appreciated.

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