

FYI – For Your Information

Electronic Access to Department of Revenue Information

GENERAL INFORMATION

This FYI highlights some of the information and online services provided by the Colorado Department of Revenue. The department encourages Web users to explore the department's Web site for information available but not listed in this FYI.

Because some of the information on the department's Web site includes confidential tax information, it should be noted that these particular sites are secured so individuals may review only their own personal account information. These secured sites will indicate what authorization an individual is required to have to review personal account data.

COLORADO STATE WEB SITE

The Colorado State homepage is located at www.colorado.gov. This main Colorado State Web site includes information regarding special state programs, education, tourism, legislation, Colorado Revised Statutes and links to Colorado state agency Web sites.

DEPARTMENT OF REVENUE WEB SITE

The Colorado Department of Revenue maintains its own Web page at www.revenue.state.co.us

The Tax Group Web site is located at:
www.taxcolorado.com

Some of the information this multifaceted site includes:

- **Tax Forms.** Past and most current income tax forms; sales and use tax, withholding, estate/inheritance tax, cigarette and tobacco, liquor excise, fuel, severance, passenger mile taxes and EFT filing forms. Forms available on the department's Web site require users to have Adobe Acrobat Reader software.
- **Tax Information.** This site covers most tax topics including income tax, business registration, sales and use tax, withholding, cigarette/tobacco, estate, and excise taxes. Also included are: Department of Revenue mailing addresses, sales tax rate changes, tax alerts, free tax class listings, what's new, a tax information index, publications, informational packets, answers to frequently asked questions as well as more than 170 *For Your Information* (FYI) tax publications. Additionally, this site provides information specifically for tax professionals, local sales and use tax rates, statistical tax data, sales tax charts and a page for the most current tax regulations and legislation.



Colorado Department
of Revenue
Taxpayer Service Division
1375 Sherman St.
Denver, Colorado 80261

Forms and other services:
(303) 238-FAST (3278)
Assistance:
(303) 238-SERV (7378)
Fuel Tax: (303) 205-8205
www.taxcolorado.com

- **Tax Information Index.** To locate tax information available through the Department's Web site on a particular topic, use the tax information index, which provides links to forms, publications, statutes, regulations, and other information on that topic. The index can be accessed at www.taxcolorado.com in the "Main Categories" section.

TAX INFORMATION FEATURES

All of the following may be accessed directly through the Department of Revenue Colorado Taxes Web page at www.taxcolorado.com. There are various Web pages on this site aimed at those who need specific tax data. These tax information sites include:

- **"My Income Tax Account."** This Web page allows taxpayers or their representatives to look up specific tax information regarding their own personal income tax account such as the status of their current income tax refund, previous year refund information, estimated tax payments made, balance due and agreement to pay information.

This site is secured and will request certain information that only the individual or their personally designated representative should know. This includes current and last year's refund amounts, amount of the last payment made if they owed tax, or last five (5) digits of the billing notice. Taxpayers may also obtain a Personal Identification Number (PIN) to review the data. The program will instruct users on how to get a PIN number. The Web site address for this page is www.myincometax.state.co.us

NOTE: The Colorado Department of Revenue does not process the registration of trade names for any type of business. All filing of trade names, renewals, inquiries and collection of trade name fees is provided by the Colorado Secretary of State's office at www.sos.state.co.us

E-SERVICES FOR BUSINESSES

The following services are accessible at www.taxcolorado.com under "Online Services."

Electronic Payment (EFT). Businesses can make payments on the Internet or by telephone. Register to make Electronic Payment via our no-cost ACH debit service. See Form DR 5785 "Electronic Payment Authorization" to sign up.

Sales Tax ZeroFile - Safely and easily file a Colorado Sales Tax Return (Form DR 0100) for state and state-collected local sales tax when you have zero net sales (line 3 of form DR 0100) and no sales tax due. Any filing period type (monthly, quarterly, annually, and seasonal) is eligible. Retailers with only one location and with net sales of zero and no payment due may use this system. There is no need to send a paper form. Also available by calling (303) 205-TAX0 (8290).

Sales Tax Account History - Allows businesses to review their tax account payments back to December 2002. Users will need their account number to obtain a PIN for security purposes.

The following services are available on the Web under www.taxcolorado.com "Sales Tax Information" as well as by telephone at (303) 238-FAST (3278):

Local Sales Tax Rates - A fast way to find sales tax rates for ANY local jurisdiction.

Sales Tax License Verification - Confirm whether a Colorado sales tax license or exemption certificate is valid. If you have a sales tax license or exemption certificate number, you can find this information quickly.

Retailers' Sales Tax Rates - Check on the sales tax rates at your specific business location(s).

Retailer's Use Tax Zero Filing - Use this service to safely and easily file a Colorado Retailers Use Tax Return if you have zero net sales (line 3 of form DR 0173) and no tax due.

Withholding Tax Zero Filing - Available under "Online Services - Electronic Filing Options." Use this service to safely and easily file a Colorado Withholding Tax Return for state income tax if you have zero withholding (line 1 of form DR 1094) and no tax due.

Employers who file weekly or frequently can file a zero return on our EFT system at 877-265-6338

INCOME TAX ELECTRONIC FILING OPTIONS

Individuals may file their income tax return online through the department's NetFile program. NetFile provides a quick and efficient filing method allowing taxpayers to receive their refunds faster. For more information on NetFile visit the Web at www.taxcolorado.com or link directly to the NetFile site at: www.netfile.state.co.us

Filers may also find out more about filing their income taxes by telephone through TeleFile and electronically through e-file by visiting the Web site at: www.coloradoefile.state.co.us

ELECTRONIC FILING OPTIONS - PAYMENTS

Users can also learn more about filing payments owed to the department through Electronic Payment (EFT) and obtain an EFT account. See the "Electronic Payment" link under "Online Services" at www.taxcolorado.com

TAX DIVISIONS ONLINE

The Web site at www.taxcolorado.com provides information to almost all tax related divisions or sections such as Tax Auditing and Compliance, Office of Research and Analysis, Fair Share and information provided by the Taxpayer Service Division.

OTHER DIVISION SITES AVAILABLE

The main Revenue Web site at www.revenue.state.co.us also provides access to these other Revenue division Web sites:

- Auto Industry
- Executive Director's Office
- Gaming
- Hearings
- Liquor Enforcement
- Lottery
- Motor Carrier Services
- Motor Vehicle
- Racing
- Tobacco Enforcement

OTHER AGENCY WEB SITES

The Colorado Department of Revenue's Web site also contains direct links to several other state agencies. Sites available through the department Web site include:

- Colorado Counties
- Colorado Municipal League
- Internal Revenue Service
- Labor and Employment
- Property and Taxation
- Secretary of State
- Other Government Services

Knowledge Base and Customer Support Service

Answers to frequently asked questions are available through the Colorado Taxes Web site's "Online Customer Support Service" program. The knowledge base provides many answers to a variety of tax questions. If individuals cannot find an answer to a specific question they may e-mail the department with their questions through the service. When a knowledge item answer is selected, the option to "Send Us an E-mail" appears at the top of the screen. Access the knowledge base through the "Online Customer Support" link or the "Contact Us" link.

Revenue Automated Tax Information Line

For non-online services the department provides an Interactive Voice Response system that answers inquiries by telephone for both tax professionals and individuals regarding specific individual income tax accounts.

The system offers access to five types of information.

1. *Estimated Tax Verification.* The last five payments or credits posted to an income tax account.
2. *Refund Status.* The status of an income tax refund claim.

3. *Last Year's Refund Amount.* The amount of refund reported to the Internal Revenue Service on Form 1099G.
4. *Agreement to Pay.* Establishment of an agreement to pay arrangement to discharge an individual income tax liability.
5. *Balance Due Verification.* The amount owed on any balance due, the date when the department received a payment and the last (5) five payments received.

Note: This is a secured program to ensure confidentiality. Callers will be instructed on how to obtain security information in order to use the system. After security confirmation is received this system will provide the requested information.

To access the tax information line callers must dial (303) 238-FAST (3278). This system may be used with either a touch-tone telephone or rotary phone.

FURTHER INFORMATION

Additional FYIs are available at www.taxcolorado.com

For additional tax information visit the "Tax Information Index" which covers a variety of topics including links to forms, publications, regulations, statutes and general questions and answers. The "Tax Information Index" is located at www.taxcolorado.com

This and other FYIs provide general information concerning a variety of Colorado tax topics in simple and straightforward language. Although the FYIs represent a good faith effort to provide accurate and complete tax information, the information is not binding on the Colorado Department of Revenue, nor does it replace, alter, or supersede Colorado law and regulations. The Executive Director, who by statute is the only person having authority to bind the Department, has not formally reviewed and/or approved these FYIs.