

Wage Withholding Tax System Made Easy For Zero Filers

Can I file a zero return online?

Withholding tax filers that do not have wage withholding to report for a specific filing period must still file a wage withholding tax return with the Colorado Department of Revenue indicating "zero" tax due. However, this process has now been simplified through the Department's "[Colorado Withholding Tax Zero File](#)" system.

This free 24-hour system is designed specifically for zero wage withholding tax filers, allowing them to file their Colorado Wage Withholding Tax Return ([Form DR 1094](#)) easily and safely. The zero filing system allows most employers to file online or by telephone.

Who can use this service?

- Employers who had no state income tax withholding to report and no payment due.
- Employers who file monthly, quarterly or seasonally. (NOTE: This system cannot be used for annual reconciliation filing. See "[FYI Withholding 3 Income Withholding Transmittals or Annual Reconciliation](#)" for information on annual reconciliation filing at www.taxcolorado.com under "[Withholding FYIs](#)")
- Employers with a current Colorado wage withholding account or whose account was closed within the last three years.

Who cannot use this service?

- Employers who are registered for Electronic Funds Transfer (EFT) and have a "frequent" or "weekly" filing status must file a zero return using EFT – they cannot use this "zero" filing system.
- Employers who do not have a Colorado withholding tax account number.

What information do employers need to use this service?

- Valid or current Colorado wage withholding account number
- Filing period(s) being reported.

Other Information

- Zero filers will need either Netscape 4.0 (or higher) or Internet Explorer 3.02 (or higher) to use the online application.

- Account numbers must be 7 digits. If the account is closed or the proper number of digits was not entered the user will receive an error message indicating "No account with that number was found."
- Only one zero return should be filed for a single period, therefore, the employer should not file a paper return in addition to using the service for a specific filing period.
- If a mistake on the return was made, submitted and confirmation received through the zero filing system the employer must then file a paper "amended" wage withholding tax return to correct the error. If a filer has not completed the filing or received a confirmation they can go back during the initial session and make corrections. However, once the return has been completed and confirmed users cannot go back in the system to correct the return if an error is discovered.
- Only original returns can be filed online -- amended returns cannot.
- The online system will **not** allow employers to print a copy of the return. Attach a copy of the confirmation email to the return or coupon for the period filed and keep it as a record.
- If an employer files zero withholding tax using this system they will still continue to receive their paper returns or coupons in the mail.
- If an employer successfully completes the filing of a the tax return an email confirmation will be sent stating the return was submitted. If done by telephone, confirmation will be given at the end of the session. If no confirmation is received the return was not submitted successfully and the employer must file online or by telephone again for that period.

To file a zero return online visit the Web site address at: www.taxcolorado.com "under "Online Services," click on "Electronic Filing Options," then click on the "[Wage Withholding Tax Zero File](#)" link.

Filing by Telephone:

Zero wage tax filers may also file by telephone. The basic requirements listed above apply for telephone filing as well. The system will give a confirmation number for returns submitted successfully. To file a zero return by telephone call: (303) 205-8290 (TAX0)

This service is available 24-hours a day, free of charge and no prior registration is required. For additional information regarding "zero" withholding filing go to the online zero system and click on "[Frequently Asked Questions](#)."