

SALES TAX EXCEL SPREADSHEET FILING COMMON QUESTIONS

What will happen if we file a spreadsheet that has not been approved?

The Revenue Online system will not accept your spreadsheet if you have not been approved.

How will supplemental forms, such as the DR 0100-1 and DR 0100-1R, handled in system?

The DR 0100-1 and DR 0100-1R supplemental forms no longer exist and are not processed through our system. The data that taxpayers reported on those forms will be handled through approved XML files, by Excel or on the separate DR 0100 returns for each location. The following taxes must be reported separately. The forms to use to report these taxes are listed here:

- County Lodging Tax (DR 1485)
- County Short Term Rental Tax (DR 1480)
- Local Marketing District Tax (DR 1490)
- Waste Tire Recycling Development Fee for new tires (DR 1772)

Baseball District Tax: Form DR 0200 should be used to report Baseball District tax only. The form has been revised so that only the Baseball District (BD) column may be completed. Effective October 1, 2010 only those taxpayers who are required to file and pay Baseball District tax will receive the DR 0200 return by mail.

Football District Tax: If you still collect Football Tax on leases you can include it on your spreadsheet with the Tax Code "FDL".

Who do I contact if I have questions on how to develop and test the Excel e-file format?

Business Tax Accounting Services, Multiple Location Filer Unit, dor_locationfilers@state.co.us
Steve Asbell, State Electronic Filing Coordinator, stephen.asbell@state.co.us

What about businesses that must file for multiple non-physical locations? Is there a different filing process for them?

The DR 0100 should be filed whether a business is filing sales for physical or non-physical locations (non-physical meaning the business has established "nexus" in a tax jurisdiction and is required to file sales tax for that jurisdiction). The taxpayer should report tax for all open locations (branches), even for locations that have no sales in a given filing period.

We currently use the Electronic Funds Transfer (EFT) system to pay our combined retail sales tax. If we have to file each location separately on the DR 0100, will we still be able to use the EFT system for payment or pay by check for returns?

You may continue to make a single EFT payment to remit the tax for all locations. Or you may use the Revenue Online system service to make one payment by echeck or credit card.

Remember to keep contact information current with the Department of Revenue. Please be sure to notify us if there is a change in personnel, mailing addresses, phone numbers and most importantly, email address. We send communication and acknowledgements through email often. Please be sure we have the most up-to-date contact information. Send your contact information to dor_locationfilers@state.co.us

Also, a reminder to verify "Branch Numbers" early. It's recommended that you verify all of your branch numbers before you submit your return electronically. Verify branch numbers through Revenue Online. Look for Business Location Rates under **BusinessServices**.