Colorado e-file

It's Fast, Easy, and Accurate!

The Colorado Department of Revenue encourages taxpayers to file their taxes electronically. Electronic filing, or "e-filing," has revolutionized filing state and federal income tax returns. Preparing and submitting returns can be easier and less time-consuming than ever. Various Internet and tax preparation services provide individuals with choices to fit their lifestyles. Whether you prepare forms yourself or use a professional, there is an electronic filing option for you. During 2012, nearly 75 percent of Colorado taxpayers submitted their taxes electronically and received their refund faster.

Revenue Online
Once you sign up through Revenue Online *www.Colorado.gov/RevenueOnline* you can:

- File current and previous returns (2009 and forward).
- Amend current and previous returns (2009 and forward).
- Use **Direct Deposit** to receive refunds quicker.
- Get refund status
- Pay tax
- Access your income tax account.
- Get your refund status.
- Upload documents related to your tax return.
- Add power of attorney.
- Balance Inquiry.
- Copy of a Return (2009 and forward)
- File a protest
- Request a payment plan
- View 1099-Gs issued by the department.
- View letters from the department.

Filing a return using Revenue Online
First, complete the federal income tax return you will file with the IRS because you will use numbers from that return on your Colorado income tax return.

Go to *www.Colorado.gov/RevenueOnline*

- Click on the **File a Return** button under the heading for Individuals.
- Click on the link File **2012 Individual Income Tax**.

TIPS ON USING REVENUE ONLINE
At the end of each step, click the OK button. The Cancel button will remove any entries from the step you are in and return you to the main screen. For example, if you are in Step 3 and click Cancel, anything you entered in Step 3 will be removed, but entries from Steps 1 and 2 will still be available.

Save and Finish Later. You may save your Revenue Online return at any time by clicking this button. Enter your email address and you will be given a filing ID. When you return to complete your tax return, you will enter your email address and filing ID to resume from where you left off.

STEP 1: Enter Taxpayer Information
Enter the requested taxpayer information. Mark the Filing Joint box and enter spouse data **ONLY** if filing a married filing joint return.

STEP 2: W-2s and/or 1099s
If you have W-2 and/or 1099 income with Colorado withholding, click the link and Complete the data fields as required. If you do not have W-2 or 1099 income with Colorado withholding, mark the appropriate check box.

STEP 3: Income Information
This step looks similar to Form 104. Enter your figures from lines 1 through 19 of your Colorado income tax return.

Some lines will have an EDIT button along the right side of your screen. Click EDIT to complete these lines.

Some lines will automatically calculate for you.

If a special schedule or additional information is required, an ERROR button will appear along the right side of your screen. Click ERROR to complete the required information.

STEP 4: Tax Prepayments and Credits
This step looks similar to Form 104, and behaves similarly to Step 3. Enter your figures from lines 20 through 31 of your Colorado income tax return.

If line 30 is $0, and you have net tax owed, enter self-calculated penalty and interest, if any.

STEP 5: Contributions and Credits to be carried forward
This step looks similar to Form 104, and behaves similarly to Step 3 and 4. Enter your figures from lines 32 through 48 of your Colorado income tax return.

STEP 6: Refund or Balance Due
If Revenue Online has calculated a refund, you have the option of receiving your refund faster by completing the Direct Deposit information. Otherwise, a refund check will be mailed to you.

If Revenue Online has determined that a tax payment is required, you have the option of paying online or printing a payment voucher to mail with a check.

STEP 7: Confirm and Submit
Confirm and submit your return. Check the box for Third Party Designee if authorizing someone else to discuss this return with the Department.

DONE!
We suggest you print a copy of your Revenue Online return to keep for your records. Do not mail a copy of your Revenue Online return.

Federal and State Electronic Filing
The Federal/State Electronic Filing (FSEF) program is an Internal Revenue Service, federal online service that enables taxpayers and tax professionals to file both federal and state returns together in one computer transmission.

When filing a return through FSEF, you can now pay the balance due through Direct Debit. When using Direct Debit you can set up the payment in advance and choose the date the payment will be deducted from your bank account. Direct Debit payments cannot be set up after the April 15 filing deadline. Direct Debit is allowed for any income tax software, whether used by a tax professional or personal use, that is accepted by Colorado e-File through FSEF.

Electronic Filing Requirements
When taxpayers file electronically several subtractions and tax credits require you to provide supporting documentation. If the additional documentation is not provided, it will cause processing delays or denial of the credit/subtractions. If you file your return using our free **Revenue Online** system, the system will prompt you to attach the required documents. If you file your return electronically by using a different electronic option or by paper, you can scan and attach the required documentation to our Revenue Online (*www.Colorado.gov/RevenueOnline)* service. Required documentation can also be attached to the DR 1778 and mailed in or attached to your paper return.

Examples of Required Documentation

- Enterprise Zone Credit certifications
- Gross Conservation Easement credit and supplemental documentation
- Alternative Fuel Credit: Vehicle purchase invoice
- Child Care Contribution Credit (certification form)
- Colorado Source Capital Gain Subtraction

Additional Links and Information for All Filers

- *www.TaxColorado.com* - Department of Revenue Colorado Taxes main page
- *www.irs.gov* - Internal Revenue Service e-file information
- *www.Colorado.gov/RevenueOnline* - Sign up and access your Colorado income tax account and find the status of an income tax refund
- *www.Colorado.gov/RevenueOnline* - Pay Current Tax Due