

Instructions for Completing 1099 Income Withholding Tax Return

The DR 1107 Income Withholding Tax Return should be filed for current year 1099 withholding only. Review publication FYI Withholding 7, Colorado 1099/W-2G Income Withholding Tax Requirements for detailed information about filing requirements and frequencies.

You may sign up for Electronic Funds Transfer (EFT). The EFT transaction is the filing of the return. Visit www.Colorado.gov/revenue/eff for information on how to register and pay through EFT. **Do not file a paper DR 1107 if you remitted the withholding taxes via EFT.**

To prevent being billed by the department when no taxes were withheld during the filing period, file a zero return. A zero filing of your return may be completed quickly and efficiently with less errors at www.Colorado.gov/RevenueOnline. If you cannot file electronically, a paper return may be mailed to the department.

Instructions for Amending Withholding Taxes

If you overpaid for a period, you may take a credit on a future return in the current calendar year. The credit may be taken on an EFT return/payment filed at www.Colorado.gov/RevenueOnline or a subsequent paper form 1099 Income Withholding Tax Return (DR 1107). To claim the credit on a subsequent DR 1107 for the current calendar year, deduct the overpayment from line 1 of your return. You may only deduct an amount bringing your return to zero (0.00) for the period you are reporting. If you are unable to claim the credit on a subsequent DR 1107 within the calendar year, you should claim a refund on your Annual Transmittal of State 1099 Forms (DR 1106) for the appropriate year.

If additional tax is owed, file another return for the period the tax is due reporting only the additional amount owed at www.Colorado.gov/RevenueOnline. If you cannot file electronically, file a paper DR 1107 reporting only the additional tax due for the period.

Refunds will be issued after filing an DR 1106 filed at the end of February following the end of the calendar year.

FYI publications, forms, and answers to common questions are available at www.TaxColorado.com, the official Taxation Web site. Or, you may call (303) 238-7378 to speak with a representative.

Account Number: List the Colorado business account number from your withholding certificate or sales tax license. This number is 8 digits. Do not list your FEIN or EFT number here.

Filing Period: List here the filing period for this return. Be sure you are using the correct period end date for your defined filing frequency.

Line 1 Enter the amount of Colorado income tax withheld for the period.

Line 2 If a previous period in the current tax year was overstated and paid, complete the worksheet below and calculate the overpayment for the tax period. **See the instructions for amending withholding taxes.**

Line 3 Calculate the net amount due by subtracting line 2 from line 1.

Line 4 Complete only if the return is being filed after the due date. Penalty is calculated by determining how far past the due date the return is being filed. If the return is filed within the first month after the due date, calculate the penalty at 5% (.05) of the tax due, or \$5, whichever is greater. For each additional month thereafter the return is delinquent, add one-half of 1% (.005), up to a maximum of 12%.

Line 5 Complete only if return is being filed after the due date. Refer to publication FYI General 11, Colorado Civil Tax Penalties and Interest to calculate late payment interest. Enter the calculated interest amount on line 5.

Line 6 Add together the amounts listed on lines 3, 4 and 5. This is the amount that is due. Make check or money order payable to the Colorado Department of Revenue. Use the memo to clearly list "1099 WTH," your account number, and tax period.

Mail to and make checks payable to:

Colorado Department of Revenue
Denver CO 80261-0009

See Below for Your Records 1099 Wage Withholding Tax:

Original Filing Period	Adjusted Filing Period (if overpayment)
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	Overpayment	Underpayment
A. As Filed	\$	\$
B. As Corrected	\$	\$
C. Difference	\$	\$

Overpayment – You may take a credit on a future return in the current calendar year only. See instructions above. If overpayment is claimed in a subsequent filing for the current calendar year, note in the box Adjusted Filing Period the period date the credit was claimed.

Underpayment – Calculate the difference above. Report only the difference for the period the additional tax is due per the instructions above. Penalty and interest due will be calculated after the additional payment for the period has been received.

1. Colorado tax withheld
2. Overpayment (current year only)
3. Total 1 minus 2
4. Penalty
5. Interest
6. Total Paid

Date Paid

	As Originally Filed	As Amended
1. Colorado tax withheld	\$	\$
2. Overpayment (current year only)	\$	\$
3. Total 1 minus 2	\$	\$
4. Penalty	\$	\$
5. Interest	\$	\$
6. Total Paid	\$	\$