

# Workshop Descriptions

## Live Workshops

- Sales Tax Return/Revenue Online Filing workshops are available at our Taxpayer Service centers. See: <http://www.revenue.state.co.us/TaxClass/Default.aspx>
- Beginning October 1, 2013, the other live (classroom-style) workshops and Webinars on Colorado sales and use tax laws we conduct are TEMPORARILY unavailable. Check back for new dates soon.

## Other Workshop Formats

- Online Workshops -- Continuing Education Credit Courses
- Webinars
- Slides presented at the workshops

## Workshops

- Contractor/Manufacturing Industry
- Hospitality Industry
- Income Tax Update
- Non-profit/Tax-exempt Sales/purchases
- Printing/Advertising Industry
- Sales Tax Return/Revenue Online Filing
- Sales/Use Tax Law Part I
- Sales/Use Tax Law Part II
- Use Tax
- Withholding

## Descriptions

### Contractor/Manufacturing Class

**Description:** This class is for current or previous business owners in the construction and/or manufacturing industry with sales/use tax knowledge, and/or for those who have attended the Sales/Use Tax Class – Part I for details on applying sales tax rates on Colorado sales transactions. Topics covered will be sales/use tax collection, working with tax-exempt organizations, what's taxable/not taxable, examples of potential use tax liabilities and available resources/electronic services.

**Prior Knowledge Required:** Working knowledge of Colorado sales/use tax. Instructional Method/Level: Group-Live/Advanced.

## **Hospitality Class**

**Description:** This is an advanced class for current or previous business owners in the hospitality industry, tax professionals who prepare and consult with those in this industry, and anyone else interested in learning more about this topic. It is recommended that you have basic sales/use tax knowledge or have attended the Sales/Use Tax Class - Part I, which covers the applicability of sales tax rates on Colorado sales transactions. Topics covered in this class include legislation changes affecting this industry, use tax liabilities, taxable/non-taxable purchases/sales, remitting sales tax, expectations with sales occurring in home-rule cities, and available resources and online services.

**Note –** The “live” class is available via request only. Groups of 15 or more can submit a request for this class by going to the “Workshops and Education” link at [www.TaxColorado.com](http://www.TaxColorado.com). The class content is available to view in PDF format and also available online with CPE credit. Details and links to the information can be found on the “Workshops and Education” Web page previously mentioned. Knowledge Required: Working knowledge of Colorado sales/use tax.

## **Tax Professionals Update Class**

**Description:** The Tax Professionals Update Class is tailored to those who prepare Colorado income tax returns, including but not limited to accountants, enrolled agents and tax practitioners. The class content includes recent legislation on Colorado income and sales taxes, income tax credits and subtractions updates for those who qualify, tax form changes, filing tips, electronic services, common errors that can delay processing and much more.

The class is not offered in a live format. **The class can be viewed online in PDF format or the class can be taken online with CPE credit. Click the Online Workshops link.**

## **Non Profit/Tax-Exempt Class**

**Description:** This class is for current business owners, tax preparers consulting with non-profit organizations, organizations set up as a non-profit company or for those who conduct sales transactions with organizations holding a tax-exempt certificate issued by the State of Colorado. It is advised that you have a basic knowledge of the sales/use tax laws in Colorado before attending this class. Therefore, be sure to attend the Sales/Use Tax Class Part I before taking this class. Topics covered: Application requirements, selling to charitable 501 (c) (3) organizations, sales tax requirements for non-profits selling at events, government purchases, tax-exempt construction projects, sales tax license requirements, resources and electronic services.

The class is not offered in a live format. **The class can be viewed online in PDF format or the class can be taken online with CPE credit. Click the Online Workshops link.**

## **Printing Class**

**Description:** This is an advanced class for current or previous business owners in the printing industry, tax professionals who prepare sales tax returns and/or consult with those in this industry, and anyone else interested in learning more about this topic. It is recommended that you have basic sales/use tax knowledge or have attended the Sales/Use Tax Class - Part I, which covers the applicability of sales tax rates on Colorado sales transactions. Topics covered in this class include legislation changes affecting this industry, use tax liabilities, taxable/non-taxable purchases/sales, remitting sales tax, home-rule city expectations and contact information for those jurisdictions, and available department resources and online services.

Note – The “live” class is available via request only. Knowledge Required: Working knowledge of Colorado sales/use tax.

The class can be viewed online in PDF format or the class can be taken online with CPE credit. Click the Online Workshops link.

## **Sales/Use Tax – Part I**

**Description:** This class covers Colorado laws surrounding sales and use taxes. You should consider attending this class if you are a new or current Colorado business owner, taxpayer considering opening a business, tax professional consulting with Colorado businesses, or you need a refresher course on sales and use tax laws. Topics covered include: state sales tax license requirements, sales tax rate application, nexus and how it can affect sales tax collection, usage of tax-exempt documentation, use tax, available electronic services and much more.

**This class requires PRE-REGISTRATION due to limited seating. Register by clicking on the Live Workshop link.**

If you need help filing your sales tax return, **take the Sales Tax Return/Revenue Online Filing Class.**

Prior Knowledge Required: None. Instructional Method/Level: Live; Basic/Advanced

## **Sales/Use Tax Class – Part II**

**Description:** This class covers Colorado laws surrounding sales and use taxes. You should consider attending this class if you are a current Colorado business owner, tax professional consulting with Colorado businesses, need a refresher course on sales and use tax laws and/or have attended the Sales/Use Tax Part I class. Topics include: state and state-collected local jurisdiction taxation (e.g., taxability of tangible property and services), refund requirements, what to expect during an audit, available electronic services and much more.

**This class requires PRE-REGISTRATION due to limited seating. Register by clicking on the Live Workshop link.**

If you need help filing your sales tax return, **take the Sales Tax Return/Revenue Online Class.** Prior Knowledge Required: basic sales/use tax. Instructional Method/Level: live; advanced

## **Sales Tax Return/Revenue Online Filing Class**

**Description:** This class is for new Colorado businesses that have a sales tax and/or use tax account in Colorado and are not sure how to file the tax returns, tax preparers who prepare sales/use tax returns for Colorado clients, and/or those needing a refresher course on filing sales/use tax returns. Topics covered will include: Understanding publication DR 1002, "Colorado Sales/Use Tax Rates," filling out form DR 0100, "Retail Sales Tax Return," special event licenses and returns, and when and how to file consumer use tax and retailers' use tax returns. This class **REQUIRES PRE-REGISTRATION**.

**This class requires PRE-REGISTRATION due to limited seating. Register by clicking on the Live Workshop link.**

## **Colorado Use Tax**

**Description:** This is an advanced class for current business owners, tax professionals who prepare sales/use tax returns in Colorado or consult with Colorado businesses on this topic, and/or anyone else interested in learning more about Colorado use tax laws. It is recommended that you have basic sales/use tax knowledge or have attended the Sales/Use Tax Class - Part I, which covers the applicability of sales tax rates on Colorado sales transactions. Topics covered: definition of use tax, Colorado law requirements, use tax account versus sales tax account requirements, how to determine if you have a use tax liability, use tax requirements within local jurisdictions, remitting and paying use tax, and where to go for additional help and services. This class covers the laws on this topic. File your use tax return in Revenue Online at: [www.Colorado.gov/RevenueOnline](http://www.Colorado.gov/RevenueOnline) If you need assistance filling out form DR 0252, "Consumer Use Tax Return" refer to the instructions on the form for details or file the return in Revenue Online.

Note – The "live" class is available via request only. **The class can be viewed online in PDF format or the class can be taken online with CPE credit. Click the Online Workshops link.**

## **Colorado Withholding Class**

**Description:** This class covers the Colorado withholding requirements that every employer/payroll administrator needs to know to be in compliance with Colorado laws. Topics covered include: withholding requirements, opening/closing accounts, filing/paying options, notices and available electronic resources.

This class is NOT offered in a live format. **The class can be viewed online in PDF format or the class can be taken online with CPE credit. Click the Online Workshops link.**