

## Tips for using non-physical site filters

Starting in November 2018 use the non-physical sites filter to select multiple jurisdictions you need to add.

Locations can be selected using the six-digit jurisdiction code from Form DR 0800.

Use an IN command with Location Code to enter a comma separated list of jurisdiction codes to add sites. Here is an example:

Enter  
IN(Location Code, 010006, 350012, 320017, 320036)

To add locations by name use the IN command with Location Name and enter the CITY-COUNTY name combination separated by commas. Here is an example:

Enter  
IN(Location Name, 'BONANZA-SAGUACHE', 'ORDWAY-CROWLEY')  
\*Note that the name combinations need single quotes around them.

If you want to look for a certain county you can use a LIKE command to filter by all or part of the county name. For example, you can find all Arapahoe County locations by using 'ARAP'.

Enter  
Location Name LIKE 'ARAP'

### Additional filter notes

A few location codes have different taxing jurisdiction requirements. In such instances choose one or both based on the City-County combination. Below are the location codes with this issue.

070206 ALLENSPARK unincorporated Boulder County including special districts RTD and CD  
070206 ERIE unincorporated Boulder County including special district RTD

100206 AURORA-ARAPAHOE unincorporated Arapahoe County including special districts RTD and CD  
100206 BENNETT-ARAPAHOE unincorporated Arapahoe County including special district CD

110206 GOLDEN-JEFFERSON unincorporated Jefferson County including special districts RTD and CD  
110206 LITTLETON-JEFFERSON unincorporated Jefferson County with special districts RTD, CD and LID

120206 AURORA-ADAMS unincorporated Adams County including special districts RTD and CD  
120206 BENNETT-ADAMS unincorporated Adams County including special district CD