

Individual Income Tax Filing Tips

Check the Math

Simple calculation errors may result in the return being adjusted or the Department manually correcting the returns. Simply double checking the math may save time in receiving a refund. To avoid errors, taxpayers can file their return through our Revenue Online service, www.Colorado.gov/RevenueOnline at no cost. Revenue Online filing and other types of electronic filing check for omissions and math errors.

Confirm Social Security Numbers

Social Security numbers [SSN(s)] on the W-2 form must be correct. If the SSN is incorrect, taxpayers should contact their employer so a correct W-2 can be issued prior to filing their Colorado income tax return. Avoid transposing numbers within the nine-digit number. If Social Security numbers are not correct on returns, the system will flag the account as listing an invalid SSN and not allow refunds to be issued until the SSN is corrected. If a joint return is filed, taxpayers should use the same SSN as the primary/first number on each year's Colorado filing.

Driver License or ID Information

The Colorado Department of Revenue requests taxpayers to provide their driver license or ID number information on the Colorado individual income tax return. The Department may use the information in its security measures to detect and prevent refund fraud. Omitting any of this information may delay return and refund processing. However, providing the information is optional; therefore, if the information is not provided on the return, processing of the Colorado income tax return will still be completed.

Attach All W-2s

When filing a paper return, all W-2s must be attached (stapled) to the form. When the W-2s don't add up to the withholding claimed on the individual return (Form 104, line 16), return processing will be delayed. We will ask the taxpayer to send us the W-2s. While there is no requirement to electronically attach scanned W-2s to an e-filed return, we recommend submitting these electronically in case any questions arise during return review, such as if we discover an entity has submitted a W-2 with Colorado withholding for a taxpayer. Documents may be submitted in [Revenue Online](#) by clicking on Submit an e-Filer Attachment.

Payment Voucher - Use Correct Tax Year

To avoid errors, taxpayers can make their payments through Revenue Online. Revenue Online allows convenient and secure access to file tax returns and make payments with the Department of Revenue. When mailing a payment separate from a form, taxpayers should be sure to mail the payment in with the correct voucher for the correct tax year. They should also make sure the Social Security number and the tax year of the payment are clearly written or typed on the check to ensure credit for the payment. Sending a payment without the proper voucher form will create a processing delay.

FEINs on W-2s/1099s

The Department recommends that taxpayers and tax professionals review, compare and verify Federal Employer Identification Numbers (FEINs) when entering them into e-file software. Make sure the numbers entered in the software match what is on the paper W-2 or 1099. If the FEIN entered into the tax software doesn't match the FEIN on the W-2 or 1099 submitted by the employer, the taxpayer will be asked later to submit paper copies of the W-2s/1099s.

Fill out Forms Completely

Incomplete paper forms will result in a written request for documentation from the department to the taxpayer. Taxpayers should be sure to sign the paper return. If filing a joint return, both parties must sign the return. Filing electronically ensures all required information is complete.