

# How to File the Colorado Retail Sales Tax Return (DR 0100) Using Revenue Online

## Colorado Department of Revenue – Revenue Online: How to File the Colorado Retail Sales Tax Return (DR 0100)

**STEP 1:** Go to [Colorado.gov/RevenueOnline](http://Colorado.gov/RevenueOnline) and enter your Login ID and Password under “Log In” located on the left-hand side of the screen.

Then click the **Red** “Log In” button.

**NOTE:** For guidance on setting up your Revenue Online account, see the video titled “Tips on Setting Up a New Sales Tax Account in Revenue Online.”

Go to: [Colorado.gov/Tax/Education](http://Colorado.gov/Tax/Education). Under “Online Services”, select “Help with Online Services”, then “Account Set-Up”, then “Businesses.”

The screenshot shows the Revenue Online interface. On the left, there is a 'Log In' section with fields for 'Login ID' and 'Password', and a red 'Log In' button. Below this are links for 'Forgot Your Login ID?', 'Forgot Your Password?', and 'Help'. There is also a 'Sign Up' section with 'Create a Login ID' and 'Why Create a Login ID?'. A yellow box highlights an 'Attention Sales Tax Filers!' message. On the right, there is another 'Log In' section with 'Login ID' and 'Password' fields, and a red 'Log In' button. A red arrow points from the 'Log In' button in the left section to the 'Sales Tax Registration' section. Yellow arrows point to the 'Login ID' and 'Password' fields in the right section.

**Step 2:** From the Accounts tab, click the link under “Accounts” for the tax account you want to file (in this example, “Sales Tax”). Notice that there is an **Orange** triangle next to the account indicating that this item needs attention. If you have more than one account, you will see more than one option listed.

The screenshot shows the 'Accounts' tab in Revenue Online. The page header includes 'LLC' and 'Customer Names & Addresses'. The 'Accounts' section has a table with the following data:

Account Name	Account ID	Frequency	Business Name	Address	Amount
<b>Sales Tax</b>	12345678-003-SLS	Quarterly	MY BUSINESS	1881 PIERCE ST LAKEWOOD CO 80214-3503	\$0.00
Sales Tax License/Renewal	12345678-004-LIC	Bi-annual	MY BUSINESS	1881 PIERCE ST LAKEWOOD CO 80214-3503	\$0.00

A red arrow points to the 'Sales Tax' account entry, which has an orange triangle next to it.

**STEP 3:** Under “Periods”, click on the ‘File Return’ link for the proper filing period end date for which you need to file.

**Sales Tax**

Home > Sales Tax

**Account**  
MY BUSINESS  
PEIN01000102  
Sales Tax  
12345678-003-SLS  
Balance: \$0.00

**Account Alerts**  
No return on file for 06/30/2020  
No return on file for 03/31/2020

**I Want To**  
Make a Payment  
Manage Payments and Returns  
Add Non-Physical Locations  
Close Account  
File a Protest

Periods Submissions Correspondence Names and Addresses Logons

**Periods** [View More...](#)

Period	Balance	Return Status	Message
09/30/2020	\$0.00	<a href="#">File Return</a>	
06/30/2020	\$0.00	<a href="#">File Return</a>	

**STEP 4:** Click the “File a Retail Sales Tax Return” link.

Welcome, MY BUSINESS [Settings](#) [Log Off](#)

Home > Sales Tax > Request

**Select A Filing Method**

[File a Retail Sales Tax Return](#) File a Retail Sales Tax Return  
Upload a Spreadsheet or XML File Upload a spreadsheet or XML file to submit your return. Spreadsheet filers must be pre-approved. Schemas and other details are available on the Division of Taxation website.

Home > Sales Tax > Request

**Select A Filing Method**

[File a Retail Sales Tax Return](#) File a Retail Sales Tax Return  
[Upload a Spreadsheet or XML File](#) Upload a spreadsheet or XML file to submit your return. Spreadsheet filers must be pre-approved. Schemas and other details are available on the Division of Taxation website.

**Spreadsheet Filing:**

- Option for businesses that have Two (2) or more sites
- Pre-approval is needed
- For more information, please visit: [Colorado.gov/Tax/sales-tax-spreadsheet-filing](https://Colorado.gov/Tax/sales-tax-spreadsheet-filing).

**STEP 5:** On the next screen, click on the account number with the corresponding site ID under "Location ID" to begin filing your return.

Show Errors 1 - 1 of 1

Location ID	Location Name	Business Name	Site Address	Location	Total Due	Estimated Return	Filed
 123456780001	11-0059	MY BUSINESS	1881 PIERCE ST LAKEWOOD CO 802	LAKEWOOD-JEFFERS	0.00	<input type="checkbox"/>	<input type="checkbox"/>

To continue, all physical sites are required to be filed. Verify all non-physical sites with gross sales have been filed. Click the button below to file your remaining non-physical sites as a zero return. By clicking this button, I authorize the Department to treat those non-physical site(s) for which no information was provided as zero returns.

**Attention:** You will not be able to continue until all sites have been filed.

**STEP 6:** Enter all applicable information into the form.

- Enter your gross sales amount in line 1
- Enter any nontaxed deductions and exemptions that apply under "Deductions" lines 1-12.
- Scroll down to continue filling out the form.

**NOTE:** The deductions and exemptions shown here correspond to the Schedule A deductions and exemptions in the **DR 0100**.

In general, Schedule A includes deductions and exemptions that are not optional for state-administered local jurisdictions.

**Site Information**

Business Name: MY BUSINESS ⚠ This is a physical site and requires a return to be filed.

Location ID: 123456780001

Location: LAKEWOOD-JEFFERSON

Filing Period: 06/30/2020

Check this box to verify Gross Sales is \$0.00 **Required**

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**Sales Information**

1. Gross sales of goods and services for this site/location only Required  Check this box to verify Gross Sales is \$0.00 **Required**

2. Deductions (nontaxed sales):

1. Wholesale sales, including wholesale sales of ingredients and component parts	0.00
2. Sales made to nonresidents or sourced to locations outside of Colorado	0.00
3. Sales of nontaxable services	0.00
4. Sales to exempt entities and organizations	0.00
5. Sales of gasoline, dyed diesel, and other exempt fuels	0.00
6. Sales of exempt drugs and medical devices	0.00
7. Fair market value of property received in exchange and held for resale	0.00
8. Bad debts charged-off, returned goods, trade discounts and allowances where tax was paid (cash discounts are not allowed)	0.00
9. Cost of exempt utilities upon which tax was previously paid (restaurants must complete and attach Form DR 1465)	0.00
10. Exempt agricultural sales, not including farm and dairy equipment	0.00
11. Sales of computer software that is not taxable	0.00
12. Other exempt sales (see instructions and identify type(s) of exemption(s) claimed below)	0.00
Type(s) of other exemption(s) claimed:	
13. Add lines 1 through 12. Enter the total on line 2 of Form DR 0100.	0.00

**NOTE:** You must still file a return even if your Gross Sales are Zero. A Colorado Sales Tax return **MUST** be filed even if there is **Zero** tax due.

Check the box labeled "Check this box to verify Gross Sales is \$0.00" shown here.

**Scroll down to continue filling out the form**

**STEP 6, continued:**

- Enter all jurisdiction deductions and exemptions.
- Scroll down to continue.



**NOTE:** The exemptions shown here correspond to the Schedule B exemptions in the **DR 0100**.

In general, Schedule B includes exemptions that are optional for local jurisdictions.

	State	RTD / CD	Special Districts	County / MTS	City / LID
3. Net sales	0.00	0.00	0.00	0.00	0.00
4. Exemptions	0.00	0.00	0.00	0.00	0.00
1. Sales of food for domestic home consumption and food sold through vending machines	0.00	0.00	0.00	0.00	0.00
2. Sales of machinery and machine tools	0.00	0.00	0.00	0.00	0.00
3. Sales of electricity and fuel for residential use	0.00	0.00	0.00	0.00	0.00
4. Sales of farm and dairy equipment	0.00	0.00	0.00	0.00	0.00
5. Sales of medium and heavy duty low-emitting vehicles and associated parts and power sources	0.00	0.00	0.00	0.00	0.00
6. Exempt sales made by schools, school organizations or charitable organizations	0.00	0.00	0.00	0.00	0.00
7. Sales of cigarettes	---N/A---	---N/A---	0.00	0.00	0.00
8. Sales of renewable energy components	0.00	0.00	0.00	0.00	0.00
9. Sales of property for use in space flight	0.00	0.00	0.00	0.00	0.00
10. Sales of retail marijuana and retail marijuana products	0.00	0.00	0.00	0.00	0.00
11. Other exempt sales (see instructions and identify type(s) of exemption(s) claimed below)	0.00	0.00	0.00	0.00	0.00
Type(s) of other exemption(s) claimed:					

**Schedule A (see instructions)**  
This schedule is required if any amount is entered on line 2 of Form DR 0100.

1. Wholesale sales, including wholesale sales of ingredients and component parts	(A1-1)	-
2. Sales made to nonresidents or sourced to locations outside of Colorado	(A2-1)	-
3. Sales of nontaxable services	(A3-1)	-
4. Sales to exempt entities and organizations	(A4-1)	-
5. Sales of gasoline, dyed diesel, and other exempt fuels	(A5-1)	-
6. Sales of exempt drugs and medical devices	(A6-1)	-
7. Fair market value of property received in exchange and held for resale	(A7-1)	-
8. Bad debts charged-off, returned goods, trade discounts and allowances where tax was paid (cash discounts are not allowed)	(A8-1)	-
9. Cost of exempt utilities upon which tax was previously paid (restaurants must complete and attach Form DR 1465)	(A9-1)	-
10. Exempt agricultural sales, not including farm and dairy equipment	(A10-1)	-
11. Sales of computer software that is not taxable	(A11-1)	-

**Schedule B (see instructions)**  
This schedule is required if any amount is entered on line 4 of Form DR 0100.

	State	RTD/CD	Special District	County/MTS	City/LID
1. Sales of food for domestic home consumption and food sold through vending machines	(B1-1)	(B1-2)	(B1-3)	(B1-4)	(B1-5)
2. Sales of machinery and machine tools	(B2-1)	(B2-2)	(B2-3)	(B2-4)	(B2-5)
3. Sales of electricity and fuel for residential use	(B3-1)	(B3-2)	(B3-3)	(B3-4)	(B3-5)
4. Sales of farm and dairy equipment	(B4-1)	(B4-2)	(B4-3)	(B4-4)	(B4-5)
5. Sales of medium and heavy duty low-emitting vehicles and associated parts and power sources	(B5-1)	(B5-2)	(B5-3)	(B5-4)	(B5-5)
6. Exempt sales made by schools, school organizations, or charitable organizations	(B6-1)	(B6-2)	(B6-3)	(B6-4)	(B6-5)
7. Sales of cigarettes	(B7-1)	(B7-2)	(B7-3)	(B7-4)	(B7-5)
8. Sales of renewable energy components	(B8-1)	(B8-2)	(B8-3)	(B8-4)	(B8-5)
9. Sales of property for use in space flight	(B9-1)	(B9-2)	(B9-3)	(B9-4)	(B9-5)
10. Sales of retail marijuana and retail marijuana products	(B10-1)	(B10-2)	(B10-3)	(B10-4)	(B10-5)
11. Other exempt sales (see instructions and identify type(s) of exemption(s) claimed below)	(B11-1)	(B11-2)	(B11-3)	(B11-4)	(B11-5)
Type(s) of other exemption(s) claimed:					
12. Add lines 1 through 11 of each column. Enter the total on line 4 of Form DR 0100.					

**NOTE:** See the Supplemental Instructions available online at [Colorado.gov/tax/sales-tax-file](https://colorado.gov/tax/sales-tax-file) for guidance regarding specific deductions and exemptions.

**STEP 6, continued:**

- Enter any excess tax that was collected, if applicable.
- Once all information has been entered, click 'OK'.

**NOTE:** Penalty and interest may be self-assessed and entered onto the return if a return is not filed timely.

If a return or payment is not timely and the penalty and interest are not self-assessed, the Department of Revenue will calculate the penalty and interest on your behalf and send a bill.



5. Net taxable sales	0.00	0.00	0.00	0.00	0.00
6. Tax Rate	0.02900	0.01100	0.00000	0.00500	0.00000
7. Tax on net taxable sales (multiply line 5 by line 6)	0.00	0.00	0.00	0.00	0.00
8. Excess tax collected	0.00	0.00	0.00	0.00	0.00
9. Add lines 7 and 8	0.00	0.00	0.00	0.00	0.00
10. Service fee rate	0.04000	0.03330	0.00000	0.03330	0.00000
11. Service fee allowed vendor	0.00	0.00	0.00	0.00	0.00
12. Net tax due: (subtract line 11 from line 9)	0.00	0.00	0.00	0.00	0.00
13. Credit for tax previously paid	0.00	0.00	0.00	0.00	0.00
14. Subtract line 13 from line 12	0.00	0.00	0.00	0.00	0.00
15. Penalty	0.00	0.00	0.00	0.00	0.00
16. Monthly interest rate times line 11	0.00	0.00	0.00	0.00	0.00
17. Total each tax	0.00	0.00	0.00	0.00	0.00
18. Total Amount Due For Site	0.00	0.00	0.00	0.00	0.00

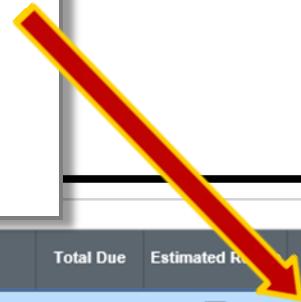
OK Cancel

**NOTE:** Revenue Online automatically calculates all applicable sales tax and service fees for you! It does all the math for you to simplify calculations and help eliminate human error.

**STEP 7:** Once a site is filed a checkmark will appear in the filed column.

Repeat steps 3-6 for additional sites.

Once all sites are filed and are showing a checkmark in the "Filed" column, click "Next."



Location ID	Location Code	Business Name	Site Address	Location	Total Due	Estimated R	Filed
123456780001	11-0059	MY BUSINESS	1881 PIERCE ST LAKEWOOD CO 802	LAKEWOOD-JEFFERS	0.00		<input checked="" type="checkbox"/>

To continue, all physical sites are required to be filed. Verify all non-physical sites with gross sales have been filed. Click the button below to file your remaining non-physical sites as a zero return. By clicking this button, I authorize the Department to treat those non-physical site(s) for which no information was provided as zero returns.

File remaining non-physical sites as \$0 returns

Save Draft Cancel Next >

**Sales Tax Return**

Home > Sales Tax > Request > Sa

1. Retail Sales Return > 2. Return Summary

### Return Summary

Total Gross Sales for All Filed Sites	0.00					
Total Deductions for All Filed Sites	0.00					
Total Exemptions for All Filed Sites	State	RTD / CD	Special Districts	County / MTS	City / LID	DR0200
	0.00	0.00	0.00	0.00	0.00	
Total Amount Owed for All Filed Sites	0.00	0.00	0.00	0.00	0.00	0.00
Total Tax for All Sites Filed						0.00

Save Draft Cancel < Previous **Next >**

**STEP 8:** On the next screen you will see a Return Summary for the combined totals of the sites you filed for that period.

The system will automatically calculate the total service fees and add back any service fee amounts above the statutory limit.

Verify the information in all fields is correct and, if everything looks correct, click "Next."

**STEP 9:** Read the information noted under Special District Sales **DR 0200**.

If you **DO NOT** have to file this form, click the box that says "Check this box if you do not have to fill out a DR0200 for ALL sites" and then click "Next."

If you **DO** need to file the **DR 0200**, reference "[Supplemental Steps for Filing DR 0200 in Revenue Online](#)" and then return here to finish the rest of these steps.

Verify the information is correct in all fields and click "Next."

1. Retail Sales Return > 2. Return Summary > 3. Special District Sales DR0200

**Special District Sales DR0200**

Check this box if you do not have to fill out a DR0200 for ALL sites

If you collected Football District tax as part of a lease payment after December 31, 2011 or collected Baptist Road RTA tax as part of a lease payment after June 30, 2016, you must report it below.

If the Sites are not available below, please contact the Department of Revenue Taxpayer Service Center at (304) 238 - 7378. If the Football District or Baptist Road RTA tax were not being collected prior to the close of the taxes, they should not be collected now. If the tax was collected in error, please contact the Taxpayer Service Center for the procedure to submit the tax.

Check this box if you do not have to fill out a DR0200 for ALL sites

Rtn Sup DR 0200

Filter

Supplement Address

Save Draft Cancel < Previous Next >

**STEP 10:** Click the required box next to “I agree.”

Note the statement above which reads “By checking the box below, I, or we, declare that the return is true, correct, and complete given all known information.”

Click “Submit.”

**STEP 11:** Enter your Revenue Online password. Your password serves as your electronic signature for the return.

Click “OK.”

**STEP 12:** After the return is submitted, Revenue Online will present you with several options:

Printable View - Allows you to review your return and print a copy.

OK – Returns you to your sales tax homepage.

Make a Payment – Takes you directly to the payment options.

**Additional How-To Resources:**

[Colorado.gov/File-Sales-Tax](https://colorado.gov/File-Sales-Tax)

YouTube Channel: [corevenueonline](#)

[Supplemental Instructions for Form DR 0100](#)

[Colorado.gov/Tax](https://colorado.gov/Tax)