Colorado Department of Revenue
Taxation Division
November 10, 2014

Business taxpayers who still file on paper – beware

The Colorado Department of Revenue is changing its tax return processing system to a new imaging system. All forms delivered to the department **must be the latest version** and black ink must be used when completing the form.

Starting now, if you continue to use outdated Colorado business tax forms, the Department of Revenue cannot process these forms, which may result in a late filing penalty and loss of the vendor/service fee (timely filing discount).

Sign up for Revenue Online account access today so you don't have to worry whether you have the most current version of a sales tax, wage withholding/payroll tax, retailer's use tax, consumer use tax or International Fuel Tax Agreement (IFTA) form. Revenue Online is available at www.Colorado.gov/RevenueOnline

How do I know if my paper form is the correct version?

- Use the forms we mail to you for the specific filing period, OR
- Download forms **at the time you file a return** from www.TaxColorado.com. Downloaded forms should not be modified (setting the print to "scale to fit," for example).
- The new forms are size 8 ½ x 11 and have a required barcode to allow for automated and faster processing. Forms of any other size, including the old "coupon booklet" size forms will not be accepted. Coupon vouchers should be cut to size. See the instructions on the coupon form for details.
- You can tell you are using the correct form if there are brackets at the top and bottom of the form, in the margins, that look like this:

⌈ ⌉

⌊ ⌋

Note: Outdated forms that you may have been copying and whiting out do not meet the new imaging system requirements and, therefore, cannot be processed. Also, photocopies or faxes cannot be processed in the new system.