



Sales & Use Tax System (SUTS)

Frequently Asked Questions for Businesses

1. What is SUTS?

SUTS is the Department's new Sales & Use Tax System. For more information, visit the [“What is SUTS?”](#) web page.

2. Will I need a license to use SUTS?

Yes. Every business will need to have a Colorado State Sale Tax License. If you do not have a state sales tax license, you may register for the license through the SUTS System.

3. What type of payments can be used in SUTS?

Payments can be made using ACH Credit, Bank Account/E-Check, or Credit Card. The taxpayer will need to cover any applicable processing fees.

4. What is the sales tax filing frequency when using SUTS?

Department of Revenue rules provide that a taxpayer with an average monthly tax of \$300 or more must file monthly. Taxpayers with an average monthly tax less than \$300 may file quarterly. If a taxpayer's average monthly tax liability is \$15 or less, and filing monthly or quarterly would prove a hardship, the taxpayer may request permission to file annually.

Retailers engaged in a seasonal business may request permission to file only for the months during which they operate. Also, retailers who structure their accounting periods on a basis other than a calendar month (e.g. retailers who account in 13 four-week cycles) may request permission to file according to their accounting schedule. The rule also provides for changes to the filing schedule after it is approved.

5. How soon will my Revenue Online account be updated when I pay using SUTS?

Your return and payment will not show up on your Revenue Online account until the funds have cleared with SUTS, which is usually three (3) business days after payment.



6. Will businesses be able to file use tax?

Taxpayers will be able to report use tax to self-collecting home-rule municipalities that utilize a combined sales and use tax return. SUTS will not request the use tax details that are typically found on Schedule B. Taxpayers should maintain such detail in their records as required by local rules.

Taxpayers will not be able to file consumer's use tax returns (forms DR 0251 and DR 0252) for the state or any state-administered jurisdictions through SUTS. Visit the [Consumer Use Tax](#) and the [Use Tax for Businesses](#) web page for more information.

7. Can I cancel my sales tax licenses with the home-rule jurisdictions?

Please reach out to the home-rule jurisdiction directly with licensing requirement questions. Each self-collecting home-rule jurisdiction establishes their own tax laws, rules and regulations.

8. I already use Revenue Online, do I need to sign up again if I want to use SUTS?

Yes, this is a new system.

9. Is the Revenue Online system going away?

No, the introduction of the new system does not mean that Revenue Online is going to be decommissioned. Businesses may still use Revenue Online, if that is their preference.

10. Do businesses have to use SUTS?

No, there are other electronic filing methods available.

11. Do home-rule, self-collecting jurisdictions have to participate in SUTS?

No, participation in SUTS is voluntary for the home-rule, self-collecting jurisdictions.

12. Which home-rule self-collecting jurisdictions are participating in SUTS?

Visit the [SUTS Participating Jurisdictions web page](#) to see which jurisdictions are participating.



13. Does the new SUTS system allow for a taxpayer to file a return with a negative tax due?

The system has logic that does not allow a negative amount for gross sales, sales deductions, or amount due to be filed.

14. Can businesses amend their sales tax return using SUTS?

Amendments to returns for state and state-administered jurisdictions must be filed directly with the Colorado Department of Revenue. Please contact participating home-rule jurisdictions directly for information regarding sales tax return amendments.

15. Can businesses file an amended return for periods before the jurisdiction began participating in the SUTS System?

Amendments to returns for state and state-administered jurisdictions prior to the launch of the SUTS system must also be filed directly with the Colorado Department of Revenue. Please contact participating home-rule jurisdictions directly for information regarding sales tax return amendments.