



## FYI Sales 7

# Computer Form Specifications: DR 0100 Retail Sales Tax Return

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**Computer form facsimiles must be reviewed and approved by the Department of Revenue prior to use.** The following guidelines must be used in order for computer generated sales tax forms to be processed. The form should be clearly labeled as a combined retail sales tax form. **Five data filled test copies of your form must be submitted for approval prior to use on paper or electronically on a PDF.**

You may obtain a copy of Form DR 0100 "Retail Sales Tax Return" and the Form DR 5315 "Business Tax Payment Coupon Specifications" from the Web site at: [www.TaxColorado.com](http://www.TaxColorado.com)

**PAPER:** Use white, high quality bond, minimum 20 lb., providing sufficient quality and contrast for Optical Character Reading (OCR).

**FORM SIZE:** The width should be 8 1/2 inches. The return portion of the form must have a maximum height of Row 38-66.

**SCAN LINE:** Effective October 1, 2010, the Department of Revenue will discontinue capturing scan information on sales tax and income withholding forms. All scan lines must be eliminated from these forms as soon as possible. As of June 1, 2010, the department has stopped testing scan lines on the DR 0100, DR 1093 and the DR 1094.

The department is still capturing scan lines on income tax payment coupons. Please refer to FYI Income 7 for more information on specifications for these forms.

**FORMAT:** The content and format must match the attached sample on both the front and back of the form. The form must contain all information required in the blocks of the attached example, including: company name ("doing business as" name of company), account number (company's state account number), period (period for which taxes are due), date due (date taxes are due for the given period), as well as the industry and location codes (these are assigned by the Department of Revenue). The return must also include a solid black dot (•) on lines 1, 2, 4, 6, 8B and 10, as well as the numbers shown in parentheses on the attached sample such as (100), (200), (1-4), (2-4), etc. Data entered on the form must be a font size of 8 point with a preferred font style of "Arial or Courier." It is not necessary to reproduce the designations for "County MTS," "City LID," "Special District," and "State" that is a shaded blue on the actual form. Positioning of payment box must match template DR 5315. Payment box **MUST** have both a dollar sign and decimal point.

**MAILING:** The completed tax return must be mailed to the department UNFOLDED. The upper portion of the form need only be returned when there has been a change in social security number, F.E.I.N. number, name or address. In such cases, changes must be clearly indicated on the upper part of the form.

**CLEAR AREA:** The bottom margin from Row 62-66 of the form, front and back and right margin from Row 81-85 must be free from extraneous marks and printing.

**Please submit five test forms and direct all questions to:**

**COLORADO DEPARTMENT OF REVENUE**  
ATTENTION: ANTOINETTE WILLIAMS  
FORMS DEVELOPMENT SECTION RM 312  
1375 SHERMAN ST  
DENVER CO 80261  
(303) 866-2722

Emailed PDFs electronic forms are preferred. Please send the PDF to [DOR\\_forms\\_development@state.co.us](mailto:DOR_forms_development@state.co.us)

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FYIs provide general information concerning a variety of Colorado tax topics in simple and straightforward language. Although the FYIs represent a good faith effort to provide accurate and complete tax information, the information is not binding on the Colorado Department of Revenue, nor does it replace, alter, or supersede Colorado law and regulations. The Executive Director, who by statute is the only person having the authority to bind the Department, has not formally reviewed and/or approved these FYIs.