



Tobacco Products Tax Return Filing Instructions

Fourth Quarter 2018 & Later Filing Periods

Note: A Tobacco Products Tax return must be filed quarterly, even if there is no tax due.

Step 1: Gather all of your required documentation to complete the return.

Step 2: Log into your [Revenue Online](#) account and Click on the “Tobacco Products” Account.

Step 3: File/Amend a return

- a. To file a new return, click “File Return”.
- b. To amend a previously filed return, click on the filing period (i.e. 09/30/2018), then “File or Amend a Return”, and then “Amend Return.”

Step 4: If you did not purchase tobacco products during the filing period, check the Zero Dollar Return box.

Zero Dollar Return

Step 5: If you purchased Roll-Your-Own (RYO) tobacco during the filing period, check the RYO box.

If RYO tobacco was purchased or credited, check this box.

Note: All gross purchases, sales and credits must be reported based on the manufacturer’s list price, which is the invoice price for which a manufacturer or supplier sells tobacco products to a distributor exclusive of any discount or other reduction.

Step 6: Enter the total gross purchases of tobacco products purchased (at manufacturer’s list price) within the filing period on Line 1.

1. Total gross purchases (Manufacturer's list price)

Step 7: Using the manufacturer's list price, enter exempt tobacco sales such as sales to governments that are exempt from state tobacco products excise tax.

2. Exempt sales



Step 8: If applicable, using the manufacturer’s list price, enter credits on lines 5 through 7.

- Line 5, enter amount of tobacco products shipped by the distributor to retailers outside Colorado.
- Line 6, enter amount of tobacco products returned to the manufacturer for which you have credit memos in your files.
- Line 7, enter amount of tobacco products reported on prior returns which were destroyed by the distributor and for which you have documentation in your files.

5. Shipped to Retailers Outside Colorado	<input type="text" value="0.00"/>
6. Returned to manufacturer	<input type="text" value="0.00"/>
7. Destroyed by Distributor	<input type="text" value="0.00"/>

Step 9: Once finished with your return, click Next.



Step 10: Click Submit, enter your password, and then click OK.

Payments are required to be made by EFT.

An email will be sent confirming receipt of your return.