

**Taxpayer Service Division
Colorado Department of Revenue**

December 22, 2014

**Spreadsheet Upload Handbook
Electronic Filing of Colorado Sales Tax**

NOTE: As of Feb. 1, 2012, the tax codes have been updated for a change on football district special district tax. See Appendix.

As of Aug. 8, 2014, the number of columns has increased from 47 to 48 to add a column for the Space Flight exemption to Part B of the DR 0100.

Rev 12-22-14 Update some of the email addresses.

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OTHER SOURCES:

Latest revisions of the Spreadsheet Upload Handbook and the spreadsheet template will be under "Spreadsheet Efile Documentation" at the following web location:

Taxcolorado.com > Business Services > Multiple Location/Jurisdiction Filers

SECTION 1: GENERAL INFORMATION

PURPOSE

This publication provides retailers with instructions necessary for building the spreadsheet for Colorado sales tax that can be uploaded by the taxpayer or their provider.

ELECTRONIC PAYMENT

Businesses that file electronically will also pay electronically. Taxpayer's that have registered to pay by Electronic Funds Transfer(EFT) must make a payment transaction through the Department of Revenue Chase Bank PayConnexion website or phone system for debits, or through the taxpayer's bank for credits. Taxpayers that do not pay by EFT will pay through the Colorado Online Tax Payment page at the time they submit their efile return.

LOCATION VERIFICATION

Businesses should periodically verify the locations that are currently open for them in the Department of Revenue's registration system. That is obtained at <https://www.colorado.gov/revenueonline/> by selecting Business Location Tax Rates under Business Services. This site verifies the current open locations and the sales taxes that must be reported to the Department of Revenue, along with the applicable sales tax rates and vendor fee rates. This site will also show county lodging, local marketing, and short term rental rates that may not apply to your business. The export will only have sales tax rates.

OTHER EFILE METHODS

Businesses can file online at the Department of Revenue's Online Sales Tax Filing application at <https://www.colorado.gov/revenueonline/>. In the past only single location businesses could file online, but businesses with multiple locations can now file each location one at a time online. There is no limit on the number of locations that can be filed online, but all locations must be filed the same way, either online or by upload.

SECTION 2: CONTACT INFORMATION

COLORADO DEPARTMENT OF REVENUE INTERNET SITE

The Colorado Department of Revenue offers a variety of information and forms at our website on the Internet, including the Handbook for Software Developers and the Handbook for Electronic Filers. All tax forms at the website are in PDF format, which can be viewed/printed with the ADOBE ACROBAT READER. The ADOBE ACROBAT READER is free and can also be downloaded from the Internet. The Colorado Department of Revenue Internet taxation web site address is www.taxcolorado.com. Information for multi-location filing can be found on this web page by choosing Business Taxes on the sidebar, then selecting Multiple Location/Jurisdiction Filers on the sidebar of the Business Taxes page.

CONTACT PERSONNEL

Electronic Filing
State Coordinator
Steve Asbell
Taxpayer Service Division
stephen.asbell@state.co.us
(Phone: (303) 866-3889
FAX: (303) 866-3211

MAIL

E-File Help Desk
Colorado Department of Revenue
Room 206
1375 Sherman St.
Denver Colorado 80261

State Acceptance
Testing Associate
Connie Daub
Taxpayer Service Division
connie.daub@state.co.us

APPROVAL SUBMISSIONS

DOR_locationfilers@state.co.us

SECTION 3: SPREADSHEET INSTRUCTIONS

The spreadsheet template provided on our web site must be adhered to in order for us to successfully process your return. See the return data instructions below for how to adapt the spreadsheet for your business. The spreadsheet has a return data worksheet and a header worksheet.

HEADER WORKSHEET

The header worksheet has the filing period and basic information about the business. The filing period and date signed information will change for each filing, but the rest of the information can be saved in your base template and updated as needed. The Colorado account number should be your 8 digit Colorado sales account number. You can verify the account number with us.

In the street address do not use periods after abbreviations or commas. Hyphens and slashes are allowed in the street address. In the FEIN, phone number and zip code do not include dashes.

Tax Period Begin Date is the first day of the filing period, i.e., 3-1-2011. Tax Period End Date is the last day of the filing period, i.e., 3-31-2011.

If the return is an amended return place an upper case "X" in the Amended return column O on the header worksheet, otherwise leave that cell blank. Amended return spreadsheets can include either just the branch locations with corrections, or all locations even if some are unchanged.

PREPARER/CONTACT NAME AND PHONE NUMBER AND ACK EMAIL

The return preparer or contact should include their name and contact information in the header worksheet. The header information should also include the email address for acknowledgments under the column Ack Email.

RETURN DATA WORKSHEET AND SPREADSHEET FORMATTING

1. The return data worksheet has columns that correspond to the lines of the DR 0100, Colorado Retail Sales Tax Return. It is structured so that there will be a row for each tax for each location. A branch location collecting state, city, county, and rural transportation authority tax would have four rows. The blank template has separate sections for one to six taxes that can be copied as needed for each branch location. Tax calculation formulas and the branch total formula are built into each section. You should not need to change the calculation formulas in the spreadsheet, with the possible exception of the line 15 branch sub-total on column AV. Copy and paste rows as needed.
2. The Part A deductions apply to all taxes in a location, so Part A deduction amounts only need to be entered on the state row.
3. Taxes that are combined on a paper return must have separate rows on the spreadsheet. RTD, CD, and FD must each have a separate row. A branch location collecting state, county, and RTD/CD/FD would have five rows. The spreadsheet RTD/CD/FD rows are built in such a way that you only have to add RTD/CD/FD exemption information once in the RTD row. Counties with a mass transit sales tax must have county(Cnty) and mass transit on(MT) separate rows.
4. The following columns should be filled in on each row with the appropriate information to build your blank template: Location Acct #, Juris Code, Tax Code, Tax Rate, and Service Fee Rate(when applicable). The Tax Codes are listed in the Appendix.

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SECTION 3

5. The Location Acct # should be 12 characters, your eight digit Colorado account number plus the four digit branch number, with no dash. The Juris Code is the six character county city code with no dash. The account number and juris code should be copied and entered for each tax of that branch.
6. Dollar amounts entered do not have to be whole dollars as is required on the paper form DR 0100. All dollar amounts should have only up to two decimal places. Whole dollar amounts without cents are also acceptable.
7. Tax rates and service fee rates are expressed as decimals and must be limited to six places of precision. Example: 2.375% is expressed as .02375 in the tax rate field.
8. Once all the branches, codes, and rates are built, save your template. You should submit this for approval. Once it is approved, you can then enter or map the import of your sales and exemption information for a particular filing period and save the file for that period.
9. NOTE: If you have locations in Douglas County, there is a vendor fee cap of \$200, which means you may have to override the calculated county vendor fee amount.
10. NOTE: When goods from inventory are added for line 10(column AO), all local taxes will apply in additions to state and special district taxes. Line 10 should not be used for items that are only subject to use tax, such as office supplies bought from an out of state vendor. Use tax should be reported using Form DR 0252, or filed online at <https://www.colorado.gov/revenueonline>.

SECTION 4: SPREADSHEET APPROVAL

COLORADO SOFTWARE DEVELOPER TEST PACKAGE

Once you have built your template for all branches, tax codes, and rates, you must submit it by email for approval to DOR_locationfilers@state.co.us. Please Cc Steve Asbell and Connie Daub when you submit your template. We will normally respond within ten business days with approval or needed corrections.

You will NOT be able to upload your spreadsheet unless you have been approved.

SECTION 5: UPLOAD AND PAYMENT INSTRUCTIONS

LOG IN

The first step in submitting your return spreadsheet is to go to Revenue Online at:

<https://www.colorado.gov/revenueonline/login.htm>

On the welcome page select Business.

The first time you use Revenue Online you must create a login. Click on "Sign Up" to create your login.

For Step 1 click on "Enter Taxpayer Information."

Select the Account Type Sales Tax from the drop down menu.

Select the ID type from the drop down, either CO Account # or Fderal Employer ID #.

Enter the your 8-digit CO account number or 9-digit Federal ID number.

Enter the email address we should use to contact you or your company.

Enter a contact phone number, then click on "OK" at the bottom.

For Step 2 click on "Enter Login Information."

Enter a login name. It can be your account number, an email or some other name of your choosing.

Enter a 5 to 15 character password and re-enter the password for verification.

Choose a secret question and enter the answer to that question.

Click on "OK at the bottom.

For Step 3 click on "Enter Account Information."

Enter your business zip code.

Enter the 12 digit account location ID of the branch you will validate with us.

Choose the information you will use to validate your login. The state or gross sales amounts are the most recent amount for the branch you entered in the previous box.

Enter the amount or letter ID. If the entry does not agree with our records, you will get an error message.

Click on "OK."

Click on the "Submit" button. You will be given a confirmation and should shortly receive an email with a login code to enter the first time you log in with the name and password you set up.

SUBMITTING YOUR RETURN

After login you should chose the account type with "SLS" in the account ID. You will then see a list of filing periods.

For the period you are filing click on "File Now."

On the next page choose "Upload a spreadsheet or XML file."

On the next page click on "Enter Your Taxpayer Information". Your eight digit Colorado account number and the filing period you chose will display.

You will be asked if you are paying by EFT. If paying by EFT, you will then enter your Colorado EFT number for validation purposes. Selecting EFT here does **NOT** initiate your payment. If you are not paying by EFT, you will be asked to enter the total tax due amount reported on column AU, which is the column for line 15 of the DR 0100. Click on "OK" at the bottom.

Click on the Add button on the left side to get the browse tool to select the file you are uploading.

Choose the type of file you are uploading, .xls for spreadsheet.

Enter the filing period end date to confirm the period you are submitting. (mm-dd-yyyy)

Browse to choose the file then click on "Save." The system will only allow you to continue if you have been approved for spreadsheet efile. If you have received approval from us but are getting a system message that you are not approved, please contact us at DOR_locationfilers@state.co.us. The system will do a basic check that the file is formatted properly. If the system finds format errors in the file, it will give you a message with the line(row) number and column to check.

If no errors are noted, click on the "Submit" button on the left side. You will be asked to enter your password to verify your intent to submit the return.

Please Note: Once you have received confirmation of submission, do not upload this file again unless you need to make changes and have placed an upper case X in the amended column O on the header worksheet.

PAYMENT

If you choose to pay by Direct Debit or Credit Card, choose "Pay Online" in the sales account menu.

You will need your bank routing number and account number to pay by direct debit. You can also pay by credit card with your card number and expiration date.

If you choose to pay by EFT, you will make your EFT ACH debit payment separately by phone or at

https://www.payconnexion.com/pconWeb/public/session/login_input.action.

ACH Credit payments are initiated with your bank as usual. Selecting the EFT button on the taxpayer information page does NOT initiate your payment.

APPENDIX

Tax Codes

Form DR 0100

Tax Codes

Tax Name	Tax Code	Old Liability Code
State	State	0020
City	City	0500
County	Cnty	0520
Regional Transportation District	RTD	0530
Scientific and Cultural District	CD	0540
Mass Transit	MT	0550
Football Stadium District	FDL	0570
Local Improvement District	LID	0580
Rural Transportation Authority	RTA	0590
Multi-Jurisdiction Housing Authority	MHA	0592
Public Safety Improvement	PSI	0593
Metropolitan District	BGM	0594

Football tax is now code FDL rather than FD. Starting January 1, 2012, football tax should only be collected on lease payment for leases entered into prior to January 1, 2012, or on accruals not yet filed that included football tax.

Baseball district tax cannot be filed using the spreadsheet upload method.