

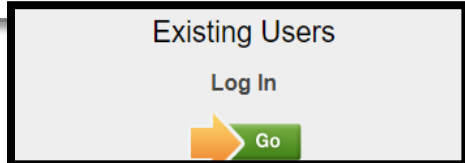
Sales and Use Tax System (SUTS): How to Make a Payment

Colorado Department of Revenue – SUTS: How to Make a Payment

Step 1: If not currently logged in to SUTS, log in.

Website: Colorado.gov/Revenue/SUTS

Existing Users: Click the **Green** “Go” button in the “Existing Users” Log In box.



Enter your e-mail and password.

Click “I’m not a robot.”

Click the **Orange** “Log In” button to proceed to your business center.

Log In

Please enter your email address and password to log in.

Email Address:

Password:

[Forgot your password?](#)

I'm not a robot

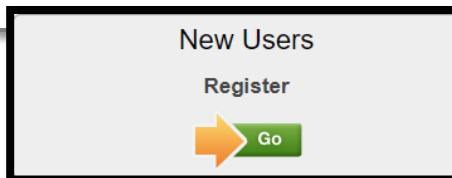


reCAPTCHA
Privacy - Terms

Log In

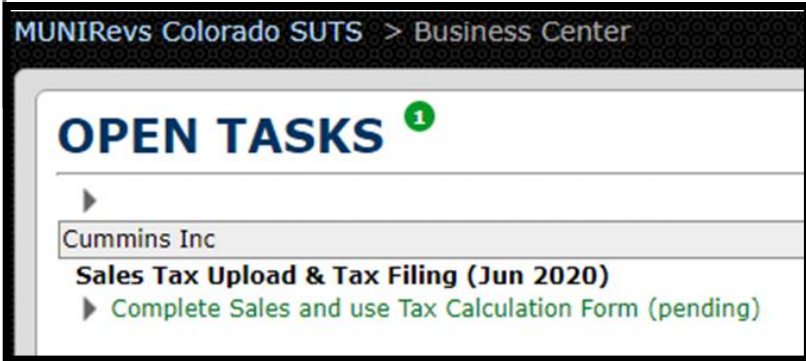


New Users: Click the **Green** “Go” button in the “New Users” Register box and follow the instructions on setting up an account.



If you need to upload your filing data or had previously uploaded your filing data but did not click the “Payment Method” button after submitting your return, your form will be listed under “Open Tasks” on your Business Center screen as shown here.

Click “Complete Sales and use Tax Calculation Form (pending)” to continue to the payment screen.



NOTE: If you are still “pending” and need help to finish the filing process, please reference the “How to Upload an Excel Filing Spreadsheet on the CDOR SUTS website” video.

When filing your tax data, enter your required information. After entering your information and reviewing it for accuracy:

1. Sign the bottom of the form using the “Name (as electronic signature)” box .
2. Enter your title to the business (such as owner) in the “Title” box. The date will auto fill.
3. If all information appears to be correct, click the **Orange** “Submit” button.

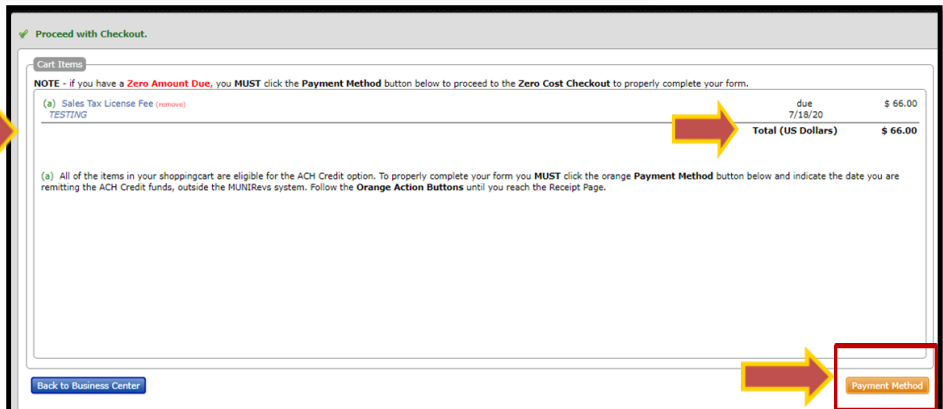
After clicking “Submit”, you’ll be taken to the cart area showing the total due for your filing.



The cart area shows the total due for your filing.

Click the **Orange** “Payment Method” button to proceed to checkout.

NOTE: If you have a zero amount due, you **MUST** click the **Orange** “Payment Method” button to proceed to the “Zero Cost Checkout” to properly complete your form.



There are three (3) forms of payment you can choose from when filing your sales tax return using the CDOR SUTS website:

- Automatic Clearing House (ACH) Credit
- Credit Card
- Electronic Check (E-Check)/ Bank Account



Payment Method

Please select your payment method: *

- ACH Credit.
- Credit Card.
- E-Check / Bank Account.

Payment Option #1: ACH Credit

- Remit your ACH Credit funds in a single payment for the total due to the account provided in the **ACH Credit Remittance Instructions**.
- The **ACH Credit Remittance Instructions** are located under “Quick Links” on the SUTS Business Center screen.



QUICK LINKS

[Click HERE for FAQs.](#)

[Click HERE for the Excel Upload template.](#)

[Click HERE for Step by Step Instructions on the Excel fil](#)

[Click HERE for ACH Credit Payment Instructions](#)

[Click HERE for the Amendment Information Submission](#)

ACH Credit Remittance Instructions:

- The information provided to you is the banking information you will use and provide to your bank to issue the transfer as shown here.
- Ensure this banking information is provided to your bank and on file with your financial institution.
- After submitting your filing online through SUTS and indicating ACH Credit at check out, go to your bank and issue a wire transfer to match the funds due on your form.
- When you return to your Business Center, you'll see your most recent completed actions listed under “Activity” at the bottom of the page.




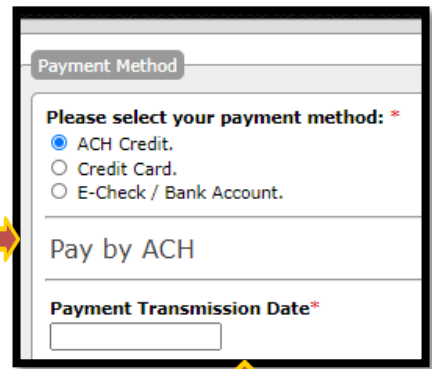
Bank Name: Commercial Bank of California
915 Wilshire Blvd. Suite 1000
Los Angeles, CA 90017
Routing Number: 122243596
Bank Account Number: 1008000190
Company ID Number: 4013137ZST

The only required addendum information is that you include the taxpayer's SUTS account number in the addendum, such as in the "taxpayerIDnumber" field below.

Example Addendum Line:
TXP*taxpayerIDnumber*042Period*YYMMDDPeriod*Amount

Paying by ACH Credit:

- An ACH Credit payment allows SUTS to receive an electronic payment directly from your checking account.
- Enter the payment transmission date in the “Payment Transmission Date” box.
- Print this page for your records prior to proceeding.
- Click the **Orange** “Pay Now” button. 
- SUTS Portal does **NOT** charge a fee for ACH Credit transactions.
- The ACH Credit option can be used for any amount that you owe.



Payment Method

Please select your payment method: *

ACH Credit.
 Credit Card.
 E-Check / Bank Account.

Pay by ACH

Payment Transmission Date*

NOTE: Your payment is not complete until the funds have been transferred from your bank account to the SUTS bank account.

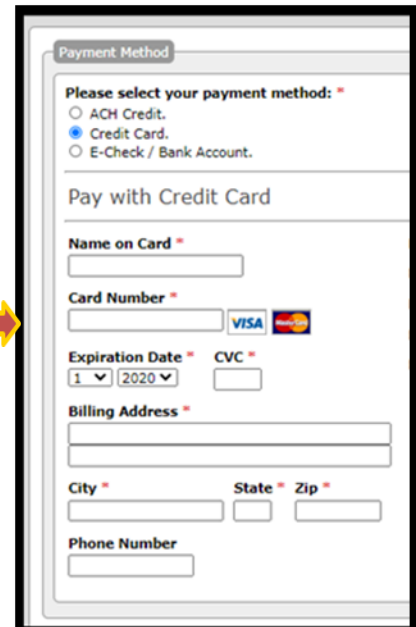
Be sure to complete this prior to your tax filing due date.

Payment Option #2: Credit Card

- If the payment is less than **\$5,000**, you may use a credit card. There is a **3% convenience fee** charged for all credit card transactions.

Paying by Credit Card:

- Complete the required information.
- To avoid processing errors, ensure the Billing Address is the one used by the card holder.
- Print this page for your records prior to proceeding.
- Click the **Orange** “Pay Now” button.
- When you return to your Business Center, you’ll see your most recent completed actions listed under “Activity” at the bottom of the page.





Payment Method

Please select your payment method: *

ACH Credit.
 Credit Card.
 E-Check / Bank Account.

Pay with Credit Card

Name on Card *

Card Number *
  

Expiration Date * CVC *
1 2020

Billing Address *

City * State * Zip *

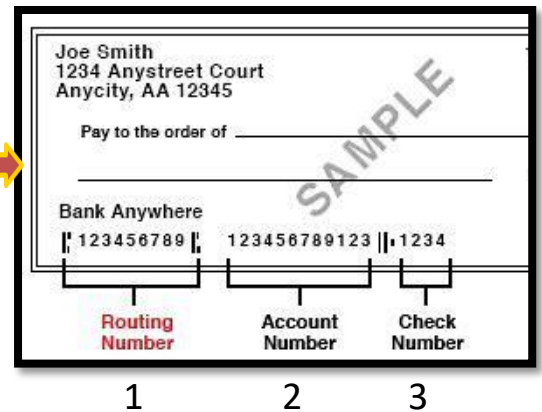
Phone Number

Payment Option #3: E-Check/Bank Account

- SUTS Portal charges a convenience fee of **\$1** for E-Check transactions.
- If the payment is over \$10,000 there is an additional fee of 0.1%.
- Payment by E-Check or ACH Credit is required for any transactions over \$5,000 and as such, you will **NOT** see the Credit Card payment option in your cart if your amount due is more than \$5,000.
- You can use the E-Check/Bank Account option for any amount that you owe.

Not sure how to find your routing and account number?

1. Routing Number
2. Account Number
3. Check Number



Joe Smith
1234 Anystreet Court
Anycity, AA 12345

Pay to the order of _____

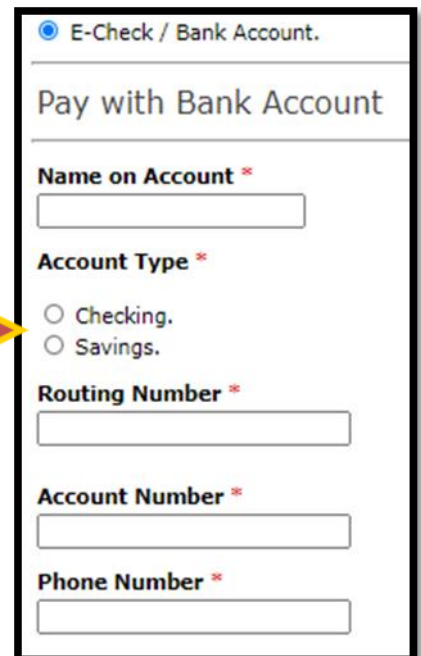
Bank Anywhere
⑆ 123456789 ⑆ 123456789123 ⑆ 1234

Routing Number Account Number Check Number

1 2 3

Paying with E-Check/Bank Account:

- Enter the name on the account.
- Select if want the payment withdrawn from your Checking or Savings account.
- Enter your bank's 9-digit Routing Number.
- Enter your Account Number.
- Enter your Phone Number.
- Print this page for your records prior to proceeding.
- Click the **Orange** "Pay Now" button.
- When you return to your Business Center, you'll see your most recent completed actions listed under "Activity" at the bottom of the page.



E-Check / Bank Account.

Pay with Bank Account

Name on Account *

Account Type *
 Checking.
 Savings.

Routing Number *

Account Number *

Phone Number *

Transaction was completed/Receipt of Payment:

- After you click the “Pay Now” button and once the payment has processed, you will see the “Transaction was completed” message on the SUTS Portal and the receipt page will appear to confirm your filing amount.
- You will receive a copy of your receipt via e-mail.

MUNIREvs Portal
Steven Miller
Account#: 000074
Bet Your Mattress
1 Main St
Colorado Springs, CO 80922

Sales -Tax-License-Fee	Bet Your Mattress :: Sales Tax License Fee	\$ 16.00	
70	Bet Your Mattress :: Sales Tax Deposit	\$ 50.00	
Assessment Total		\$ 66.00	
PAYMENT-ONL ACH Credit Payment		\$ 66.00	
		Payment Total	\$ 66.00



Additional SUTS Resources:
Colorado.gov/Revenue/SUTS
DOR_TaxpayerService@state.co.us
Support@MUNIREvs.com

Colorado.gov/Tax