



Sales & Use Tax System (SUTS): Adding Home Rule Self-Collected Local Accounts

Local accounts can only be added to SUTS for participating Home Rule self-collected jurisdictions

NOTE: BEFORE STARTING Please contact the Home Rule self-collecting jurisdiction to inquire about your local tax account number for use in the State of Colorado SUTS portal
Some Home Rule jurisdictions use different local account numbers for SUTS users

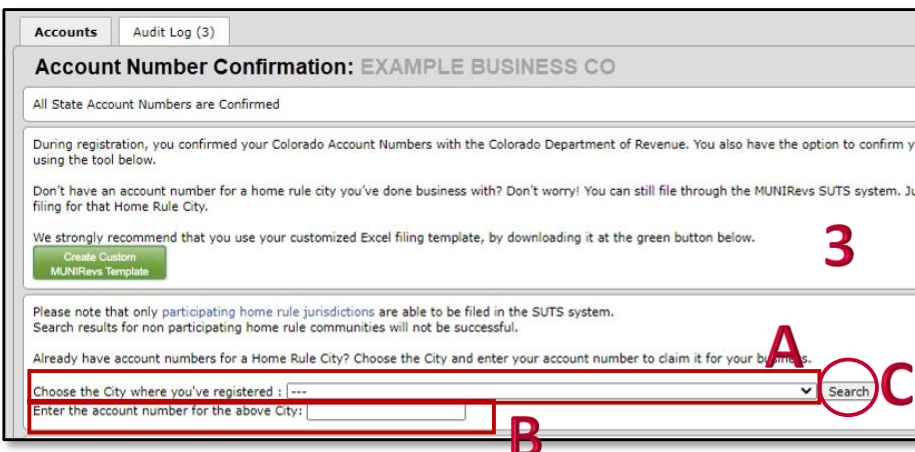
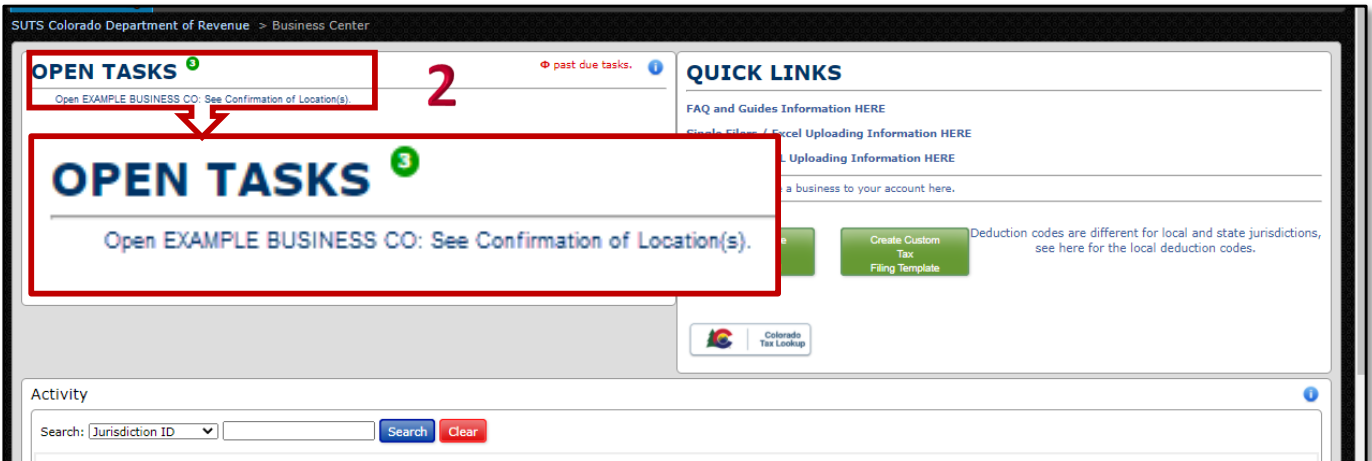
Step 1:

Log in to SUTS. For step-by-step instructions on how to register for SUTS please visit our SUTS help page at Tax.Colorado.gov/SUTS-help



Step 2:

Under “Open Tasks,” click
“See Confirmation of Location(s)”



Step 3:

A – Select your City from drop-down menu

B – Enter City Tax Account Number

C – Click “Search”

Confirm	Account Number	Account Type	Jurisdiction ID	Jurisdiction Name	Physical Location
<input type="button" value="Confirm"/>	2148730000	4 LOCAL	01000	DENVER	102 EXAMPLE DR DENVER 8023102

Step 4:
When local site is shown in list, click "Confirm"

Congratulations! Your local account is now added
Repeat Steps 2-4 for each local account you are adding

If you do **NOT** see the local account after clicking "Search," and receive the error message below, proceed to Step 5

Please note that only participating home rule jurisdictions are able to be filed in the SUTS system. Search results for non participating home rule communities will not be successful.

Already have account numbers for a Home Rule City? Choose the City and enter your account number to claim it for your business.

Choose the City where you've registered :

Enter the account number for the above City:

Step 5:
Contact the Home Rule jurisdiction to confirm the local account number used for SUTS

If the Home Rule jurisdiction provides a different local account number than you were searching for: Repeat Steps 2-4 using the confirmed local account number

If the Home Rule jurisdiction confirms the local account number searched originally, or errors still exist after using a confirmed local account number:
File the local sales tax on your SUTS Excel upload reporting appropriate sales, while leaving the account number field blank until the local account can be added to your SUTS account

Additional SUTS Resources:

[Tax.Colorado.gov/SUTS-help](https://tax.colorado.gov/SUTS-help)

[Tax.Colorado.gov/SUTS-info](https://tax.colorado.gov/SUTS-info)

[Tax.Colorado.gov/SUTS-Jurisdictions](https://tax.colorado.gov/SUTS-Jurisdictions)

[Colorado.gov/Revenue/SUTS](https://colorado.gov/Revenue/SUTS)

Email: DOR_TaxpayerService@state.co.us

SUTS Support Line: (720) 795-7759

Tax.Colorado.gov