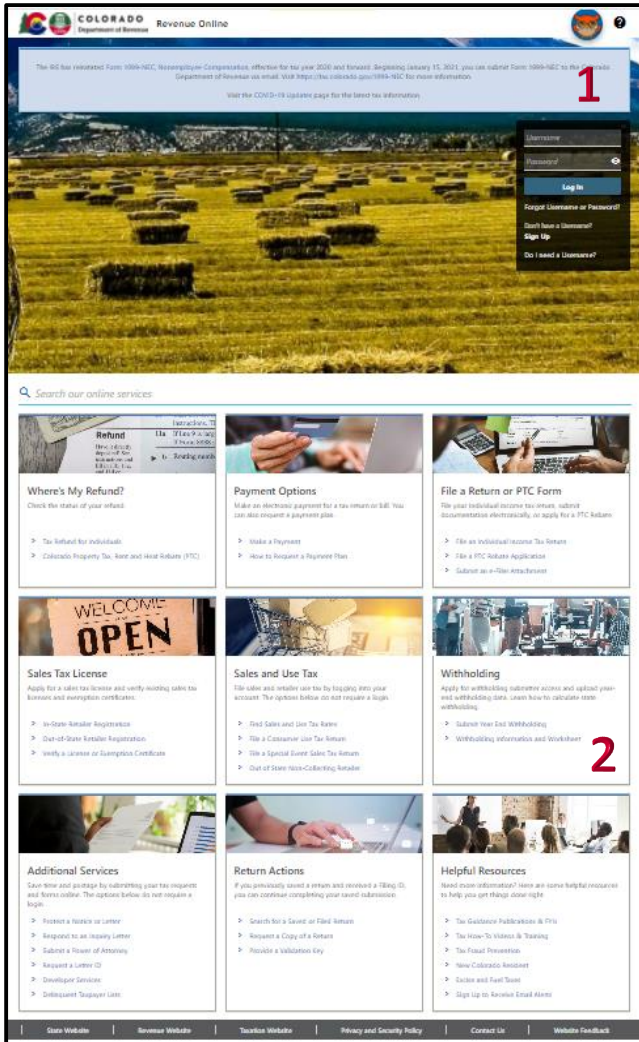# REGISTER TO BE A WITHHOLDING SUBMITTER REVENUE ONLINE

Anyone submitting W-2s, 1099s, or W-2Gs through Revenue Online, whether a tax professional, tax service provider, and/or a person who does the payroll at the business must register. You cannot submit documents through Revenue Online until the registration process is complete.
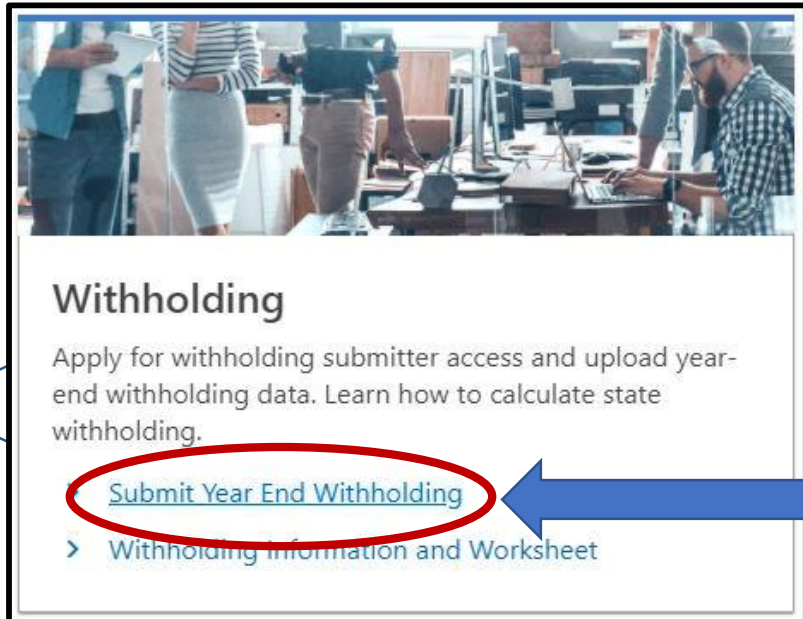
Step 1:
Go to Revenue Online **at least 5 days before you plan to file** a W-2, 1099, or W-2 G entry. **No login** is required.
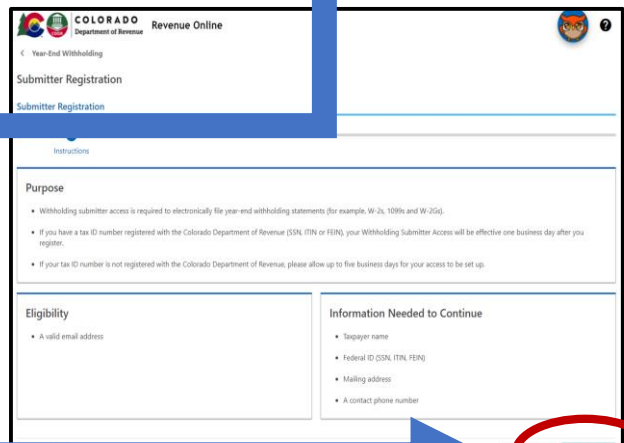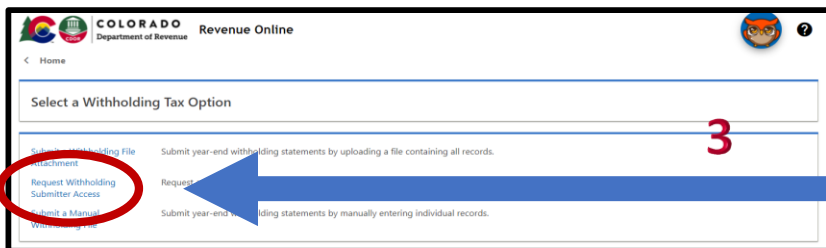
Step 2:
Select the "Submit Year End Withholding" link.

Withholding

Apply for withholding submitter access and upload year-end withholding data. Learn how to calculate state withholding.

> Submit Year End Withholding
>
> Withholding Information and Worksheet

Step 3:
Select the "Request Withholding Submitter Access" link.

NOTE:
Read the purpose, eligibility and information needed to continue. Click "Next."

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Colorado Department of Revenue – Taxation Division – Education & Training:
Register to be a Withholding Submitter in Revenue Online

1 of 3

Step 4:

Read the additional information. Click "Next."

Step 5:

Complete the requested fields. Be sure to include your email address for your account.

Step 6:

Review the information that has been entered to verify that it is correct. Agree to the terms and conditions and click "Submit."

Step 7:

Enter your email address which acts as your electronic signature. Once you click "OK" your request will be submitted to the Department of Revenue.

Step 8:

A confirmation will appear showing that the Department has received the registration request. A confirmation will also be sent via email. In most cases, the registration process is completed overnight. However, it may take up to 5 business days to complete.

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2 of 3

Other Revenue Online Tools
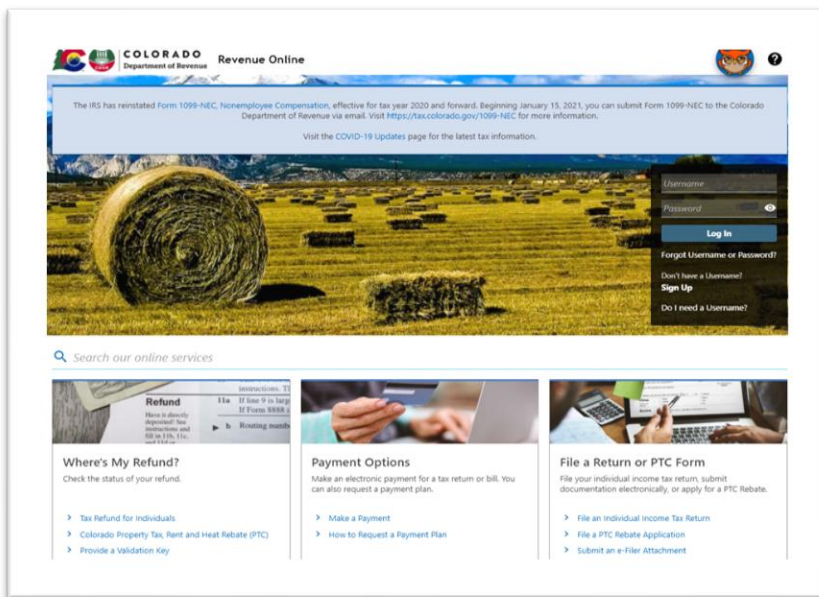
Revenue Online (ROL) can be used for:
• sending a secure message
• make payments
• file returns
• add non-physical locations to your account
• update your mailing address or, if necessary
• close your account

It also includes some additional links and services that might be helpful to you such as how to check the status of your refund and submitting power of attorney documents.

Go to this website to view Revenue Online Videos.
Tax.Colorado.gov/video-library

Additional Resources:
Tax.Colorado.gov/pay
Colorado.gov/RevenueOnline
Tax.Colorado.gov/contact-us

Tax.Colorado.gov