

How to File a Claim for Refund Using Revenue Online

Refund claims for the following tax types can now be submitted online:

Cigarette, Consumer Use, County Lodging, Fuel, IFTA, Local Marketing, Marijuana, Nicotine Products, Passenger Mile, Retailer's Use, Sales, Tobacco Products, and Wage Withholding

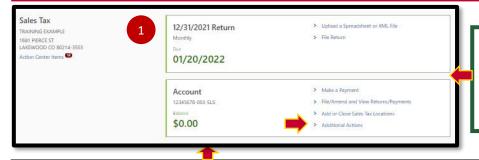
Who's Eligible for Online Filing?

- Established Colorado Taxpayers
- Taxpayers with Revenue Online Access
- Taxpayers with supporting documentation to attach to the claim

Why File Online?

- Save postage and time mailing
- Reduce errors and incomplete submissions
- Sales Tax filers can include multiple jurisdictions (state, RTD/CD, city, and county) on one submission
- Receive confirmation that your claim has been received within 24 hours of successful transmission

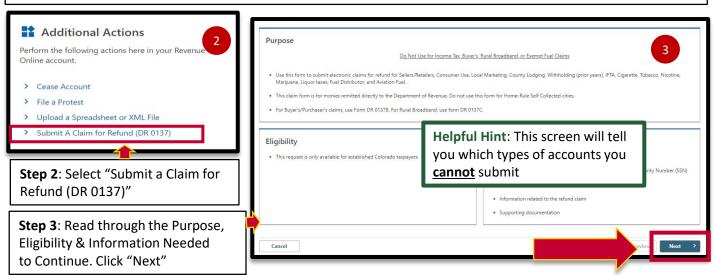
IMPORTANT: Different tax types such as Sales vs. Consumer Use must be submitted separately

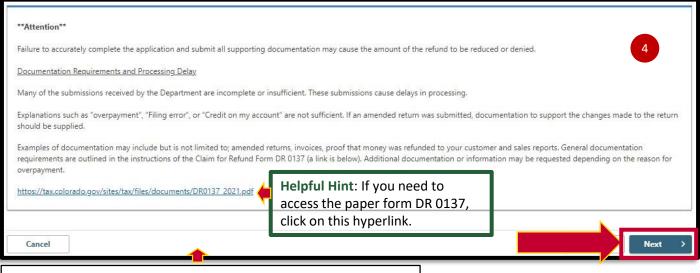


Helpful Hint:

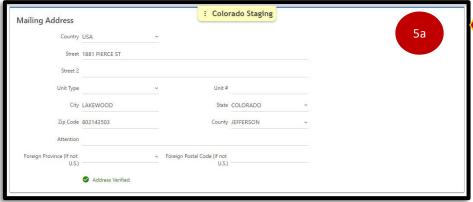
If you are submitting a claim for both Sales and County Lodging tax, you need to submit a separate claim for each account

Step 1: Log into Revenue Online. Locate the account for which you are filing a refund. From the account field, select "Additional Actions"





Step 4: Read through the information. When finished, click "Next"



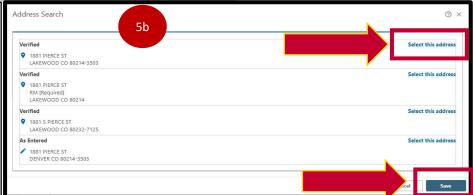
Step 5:

Enter the Mailing Address where you would like to receive all correspondence for the refund claim. Then click "Verify Address"

Step 5b:

If the system returns multiple addresses, select the most correct address from the list provided and click "Select this address"

Helpful Hint: You do have the option of choosing "As Entered"; however, in most situations, a Verified address is highly encouraged to prevent undeliverable refund issues



Contact Information

Taxpayer Contact TRAINING EXAMPLE
Name

Taxpayer Title
Phone Type Business Phone

Taxpayer Phone (970)123-4567

Extension

Taxpayer Email dor_taxtraining@state.co.us

Best times to reach you

Cancel

Step 6: Enter your Contact Information

Helpful Hint: If this is a third party, submit your Power of Attorney along with your claim for refund. You will have an opportunity to do this later on in this process





Step 7:

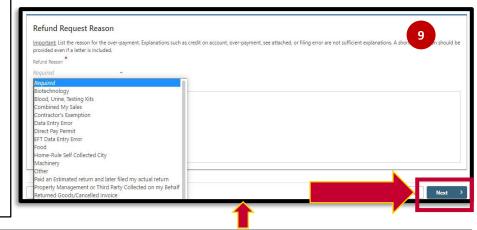
- Enter the details about the claim for refund. The account type and account number will auto-populate based on the tax type where you initially selected Additional Actions
- The Period Begin and Period End Dates are the <u>last day</u> of the first filing period and last filing period included in the claim respectively (e.g. 03/31/21 -09/31/21 would cover Q1, Q2 & Q3 for a quarterly filer)
- The Original Amount Paid is the sum of all of the amounts paid on the periods included in the claim amount
- The Correct Amount is the sum of the corrected amounts that were paid for all filing periods included in the claim minus the amount of the refund claimed.

Step 8:

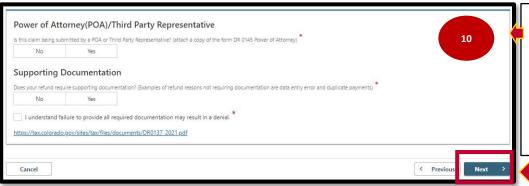
You must provide specific details regarding the amount of tax being refunded from specific Jurisdictions. If the issue spans multiple sites you may need to submit multiple claims. Then click "Next"

HELPFUL HINT:

Take into consideration any vendor's fee allowed when calculating these amounts. You will be required to enter the name of the jurisdiction that you are requesting any amounts from

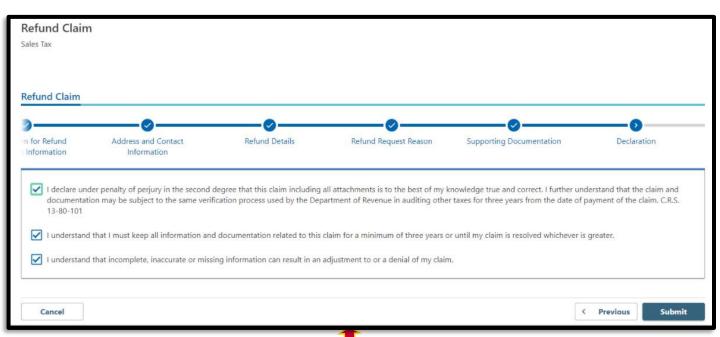


Step 9: The explanation is for detailing how & why there was a credit created on your account. Explanations such as credit on account, over-payment, see attached, or filing error are not sufficient. A short explanation should be provided even if a letter is included. Then click "Next"



Step 10: On this screen is where you can attach the supporting documentation, and the Power of Attorney (if applicable). You can attach as many files as necessary.

Then click "Next"



Step 11: Read and put a check in the box next to the three disclaimers before submitting the claim. Then click "Submit"

Helpful Hint:

After submitting the claim, you can select 'printable view' to get (and save) your confirmation number



Thank You from the Colorado Department of Revenue

Additional Resources:

Tax.Colorado.gov/sellers-refund-claim

Tax.Colorado.gov