



DO NOT SEND

DR 0103 (11/22/22)  
COLORADO DEPARTMENT OF REVENUE  
Denver CO 80261-0013  
*Tax.Colorado.gov*

## Service Fee Worksheet

### General Information

If you are filing the Sales Tax Return (DR 0100) or the Aviation Fuel Sales Tax Return (DR 1510) after the due date of the return, do not complete this form. Returns filed and paid late are not eligible to retain the state service fee.

### Electronic Filing

Retailers can avoid completing the paper DR 0103 by filing electronically through Revenue Online. Revenue Online can be accessed at [Colorado.gov/RevenueOnline](https://colorado.gov/RevenueOnline).

### Form Instructions

Retailers must enter their eight digit Colorado account number, their name, and their filing period.

#### Line 1.

Enter the sum of all net taxable sales for all sites/returns for this period. The net taxable sales appears in the state column on line 5 on form DR 0100 and on line 6 on form DR 1510.

#### Line 2.

Enter the sum of the tax on net taxable sales for all sites/returns for this period. The tax appears in the state column on line 7 of form DR 0100 and on line 8 of form DR 1510.

#### Line 3.

Enter the sum of all state service fees calculated on all sites/returns filed for this period. The state service fee appears in the state column on line 11 of form DR 0100 and on line 10 of form DR 1510. Do not include any service fees calculated and claimed for any state-administered local jurisdictions.

#### Line 4.

Enter the sum of the balance due/amount owed on all sites/returns for this period. The balance due appears on line 18 of form DR 0100 and line 15 of form DR 1510.

#### Checkboxes:

Check the applicable box and complete the applicable lines as instructed.

#### Line 5.

Multiply line 2 by .04. Enter result.

#### Line 6.

If line 1 is between \$100,001 and 862,069. Subtract line 5 from line 3. Enter result on line 6 and on line 10.

#### Line 7.

This is the maximum state service fee allowed, \$1,000.

#### Line 8.

If line 1 is between \$862,070 and \$1,000,000. Subtract line 7 from line 3. Enter result on line 8 and on line 10.

#### Line 9.

If line 1 is more than \$1,000,000. Enter amount from line 3 on line 9 and on line 10.

#### Line 10.

Amount from line 6, 8 or 9.

#### Line 11.

Add line 4 and line 10.



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### Service Fee Worksheet

Use this worksheet to determine if any portion of the state service fee must be "added" back and included in the balance to be paid with form DR 0100 or DR 1510.

Colorado Account Number (xxxxxxx-xxx-xxx)		Period (MM/YY-MM/YY)
Name		
1. Total net taxable sales. Sum of line 5-1 for all sites on form DR 0100 or line 6-1 for all sites on form DR 1510.	(C1-1)	.
2. Tax on net taxable sales. Sum of line 7-1 for all sites on form DR 0100 or line 8-1 for all sites on form DR 1510.	(C2-1)	.
3. Sum of all state service fees. Sum of line 11-1 for all sites on DR 0100 or line 10-1 for all sites on form DR 1510.	(C3-1)	.
4. Amount owed before addbacks. Sum of line 18 for all sites on form DR 0100 or line 15 for all sites on form DR 1510.	(C4-1)	.
<input type="checkbox"/> If line 1 is \$100,000 or less. No addback due. <b>Do not complete this form.</b>	<input type="checkbox"/> If line 1 is between \$862,070 and \$1,000,000. The \$1,000 Service Fee Limit Addback is due. Complete lines 7 and 8.	
<input type="checkbox"/> If line 1 is between \$100,001 and \$862,069. The 4% Service Fee Addback is due. Complete lines 5 and 6.	<input type="checkbox"/> If line 1 is more than \$1,000,000. The \$1,000,000 Taxable Sales Limit Addback is due. Complete line 9.	
<b>4% Service Fee Addback</b>		
5. Service fee at 4%. Line 2 multiplied by .04.	(C5-1)	.
6. If line 1 is between \$100,001 and \$862,069, subtract line 5 from line 3. Enter amount here and on line 10.	(C6-1)	.
<b>\$1,000 Service Fee Limit Addback</b>		
7. Maximum state service fee.	(C7-1)	\$1,000.00
8. If line 1 is between \$862,070 and \$1,000,000, subtract line 7 from line 3. Enter amount here and on line 10.	(C7-1)	.
<b>\$1,000,000 Taxable Sales Limit Addback</b>		
9. If line 1 is more than \$1,000,000, enter amount from line 3 here and on line 10.	(C7-1)	.
10. Addback owed. Amount from line 6, 8 or 9.	(C7-1)	.
11. Total due for all sites. Add line 4 and line 10.	(C7-1)	.