

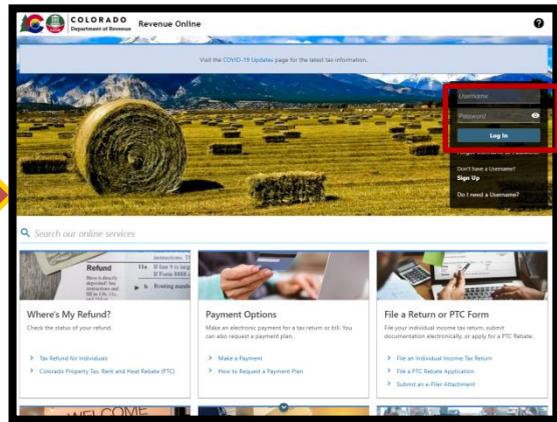
How to Request a Payment Plan Using Revenue Online

Colorado Department of Revenue – How to Request a Payment Plan

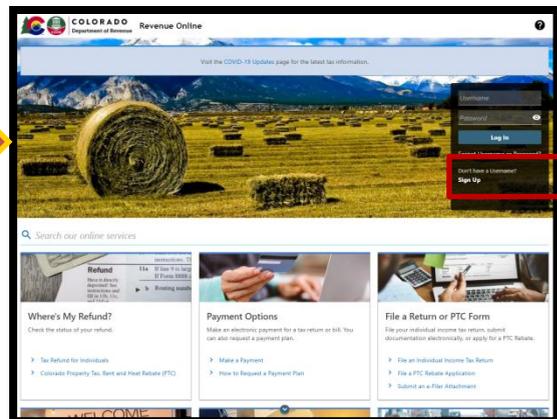
Step 1: Log in to Revenue Online

Website: Colorado.gov/RevenueOnline

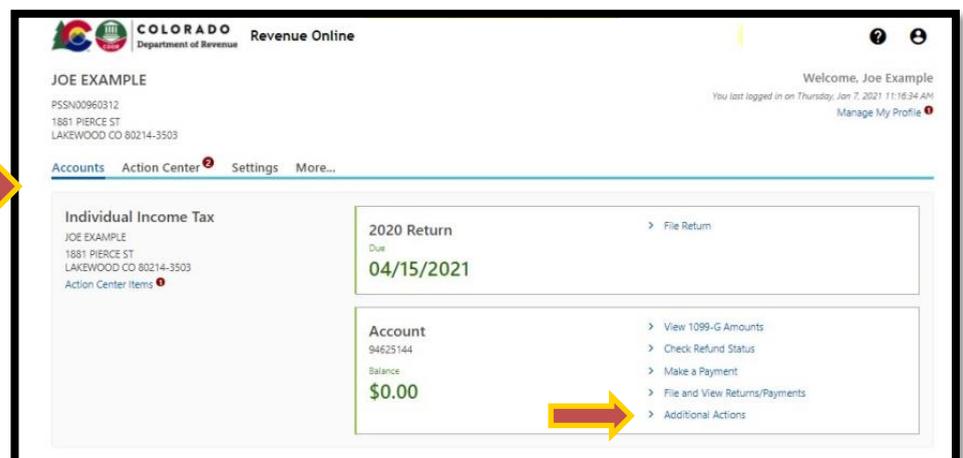
Existing Users: Enter your Login ID and password in the Log In box & Click “Log In”



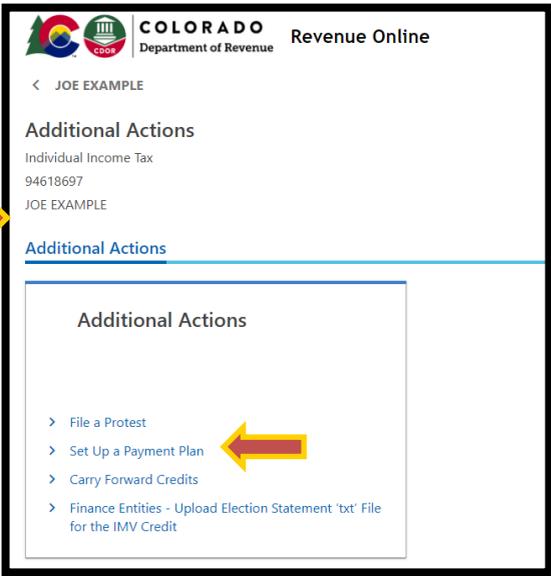
New Users: Click “Sign Up” under “Don’t have a Username?” and follow the instructions for setting up an account



Step 2: Click on “Additional Actions” in the account box

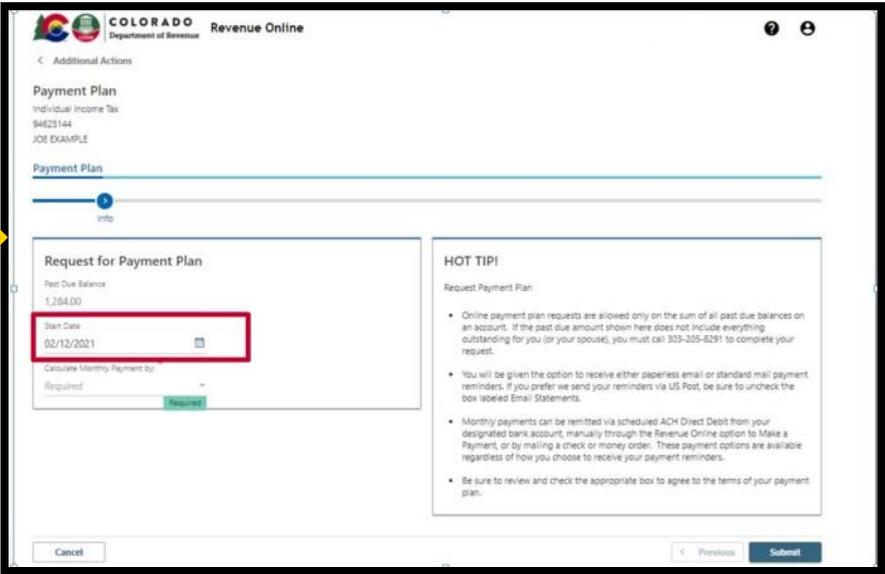


Step 3: Click “Set Up a Payment Plan” in the Additional Actions box



Step 4: On the “Payment Plan” screen, select your Payment Plan start date

NOTE: The start date **CANNOT** be less than 30 days or greater than 60 days from the current date

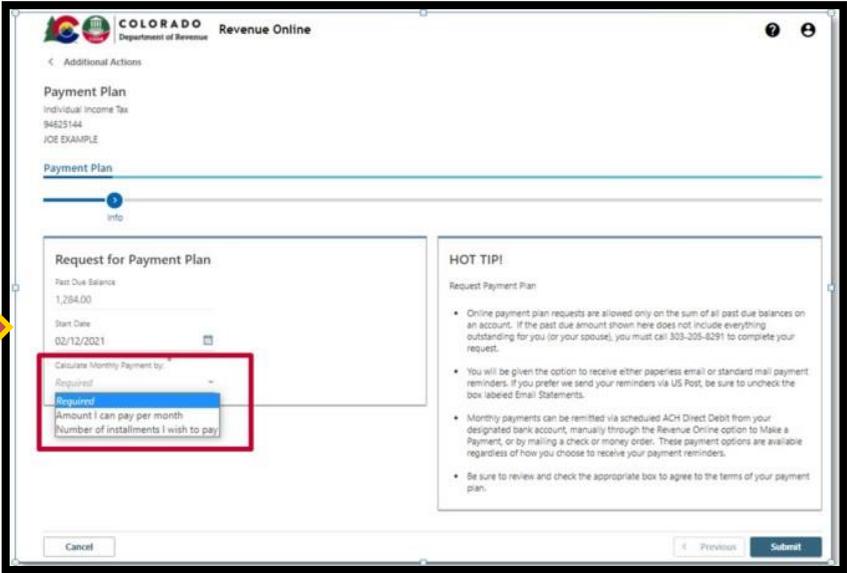


Step 5: Calculate your monthly payment based on either:

The amount you can pay each month

OR

The number of installments you wish to pay

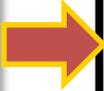


NOTE: Monthly payments can be submitted via the following methods:

- Scheduled Automatic Clearing House (ACH) Direct Debit from your bank account
- Manually through the Revenue Online option to Make a Payment
- Mailing a check or money order (paper statement)

How to pay using the “Amount you can pay each month” option:

- Enter your payment amount
- Enter your payment type – Direct Debit or Paper Statement
- Check the agreement box
- Click Submit



How to pay using the “Number of installments I wish to pay each month” option:

- Enter your preferred number of monthly installments
- Enter your payment choice – Direct Debit or Paper Statement
- Check the agreement box
- Click Submit

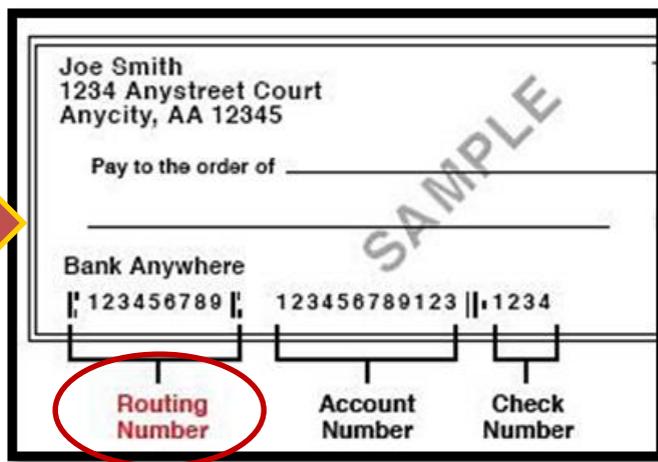


Payment Plan – ACH Direct Debit Instructions:

- Select your bank account type – Checking or Savings
- Enter your bank account information – Routing and Account number
- Select whether or not you wish to receive email payments statements
- Review and check the agreement box to agree to the terms of your Payment Plan
- Click Submit

Routing Number Location:

- Banks often list their routing number on their website
- You can also easily find it on your check
- The routing number is the first 9 numbers listed on the bottom of your check in the lower left corner



Step 6: Completed Information

- Once you've entered all of your information, click "Submit."

Step 7: Confirmation Screen:

- Contains your payment confirmation number
- Print a copy for your records
- You will be notified via email when your request has finished processing
- This is a request for a Payment Plan, **NOT** a guarantee

A screenshot of the Colorado Revenue Online website. The page title is "COLORADO Department of Revenue Revenue Online". Below the title, there is a "Confirmation" section with a message: "Thank you for requesting an installment agreement with the Colorado Department of Revenue. Your confirmation number is: 1-610-540-608. You will be notified via email when your request has finished processing." There are two buttons: "Printable View" and "OK". Below that is a "Feedback" section with the question "How easy was it for you to complete this submission?" and a five-star rating system. There is a text input field for "Comments" and a "Submit Feedback" button.

Additional Payment Plan Resources:

[Tax.Colorado.gov/payment-plan](https://tax.colorado.gov/payment-plan)

DOR_Collections@state.co.us

[Collections: 303-205-8291](tel:3032058291)

Tax.Colorado.gov