Using Revenue Online to Make Payment Plan/Installment Agreement Payments
No Log In Required

Colorado Department of Revenue – Individual Income Tax Payment

NOTE: For help with making a Payment Plan/Installment Agreement Income Tax payment while logged in to Revenue Online, please see the PDF entitled “Using Revenue Online to Make Payment Plan/Installment Agreement Payments - Logged In.”

1. Go to: Colorado.gov/RevenueOnline

2. Select ‘Make a Payment” from the “Payment Options” box.

3. Select a Payment Type Screen.

Select your preferred method of payment

Payment options include Credit or Debit card, e-check, and Electronic Funds Transfer (EFT) via ACH debit

Choose the Credit/Debit card or e-check option to be able to make a payment same day.

EFT requires registration and authorization so you will not be able to make a payment for up to 3 to 5 business days.

You’ll also find hyperlinks to our website if you need information on other payment methods or requesting a payment plan.
4. Enter Taxpayer Information.

Enter the primary taxpayer’s first and last name in Step 1.

Click ‘Edit’ in Step 2.

5. Add/Edit Payment Screen.

Click on “Add a Payment” under the Account column.

6. Enter Account Type.

Click the drop-down arrow next to “Account Type.”

Select “Individual Income Tax” from the drop-down menu.
7. Enter ID Type.

Click the drop-down arrow, select the personal ID type you wish to use for your payment, and enter the information.

You may use:

- Colorado Account Number (CAN)
- Social Security Number
- Individual Taxpayer Identification Number (ITIN)

8. Enter Filing Period.

Select the filing period for your payment.

**NOTE:** The filing period will **ALWAYS** be 12/31 and the 4-digit year for which you owe and are making payment.

You can also click the calendar icon next to “Filing Period” and select December as the month, 31 as the day, and then the appropriate 4-digit year for which you owe and are making a payment.

9. Enter Payment Type.

Select “Bill Payment” from the Payment Type drop-down menu.

**NOTE:** Bill Payment **MUST** be selected to ensure your payment processes correctly as a payment plan.

10. Enter Payment Amount.

Enter the amount you wish to apply toward your outstanding balance in the “Amount” box.

Click “Add.”
11. Verify Payment Amount.

Verify the amount you want to apply to your outstanding balance is correct.

Click ‘OK.’

12. Online Tax Payment Screen.

Confirm your payment amount in Step 3.

If everything is correct, click the “Pay Online” button to continue.

Otherwise, click “Cancel.”

13. Pop-up Blocker Screen.

**NOTE:** Do NOT disable your pop-up blocker.

Simply click the blue “If you do not see a new window, click here to proceed” hyper-link to continue.

14. Payment Options Tab.

Click on your preferred form of payment and follow the on-screen prompts.
15. Payment Information Tab.

If paying by Credit Card, enter your credit card information and click continue.

The credit cards we accept are shown on the screen.

**NOTE:** Click on “change payment type” to return to the “payment options” tab and select a different form of payment.

Click ‘Continue.”

16. Account Holder Information Tab.

Enter your account information.

**NOTE:** All fields identified are required.

Once complete, click “Continue” and follow the remaining screen prompts to submit and confirm your payment and verify your receipt.

17. Confirmation Tab.

Verify your payment information, method, and transaction details.

Click the “Agree/Continue” button to continue.
18. Payment Application Receipt.

This screen contains your receipt identification number. **PLEASE** reference this number in ANY correspondence regarding your payment.

19. E-Check.

Ensure your bank accepts E-Check payments. If unsure, contact your bank and provide them the number listed under “Ensure Your Bank Accepts E-Check Payments” section listed on the screen to ensure successful processing.

Select the account number and enter your routing and account numbers.

Re-enter your account number and click “Continue.”

Follow the remaining screen prompts to confirm and submit your payment.

**NOTE:** How to easily locate your Routing and Account numbers.

Banks often list their routing number on their website or you can easily find it on your check.

The Routing number is the first 9 numbers printed on the bottom of your check in the lower left as shown here.

Thank You for making timely payments.

Additional Agreement to Pay Resources:


Department of Revenue Collections: (303) 205-8291