

**Taxpayer Service Division
Colorado Department of Revenue
E-Services**

July 24, 2025

**Spreadsheet Upload Handbook
Electronic Filing of Colorado Sales Tax**

Rev 2/1/12 The tax codes have been updated for a change on football district special district tax. See Appendix.

Rev 8/18/14 The number of columns has increased from 47 to 48 to add a column for the Space Flight exemption to Part B of the DR 0100.

Rev 12/22/14 Update some of the contact email addresses.

Rev 7/5/17 Add the codes HSD and RTL to the tax code list.

Rev 2/28/19 Remove code FDL, add information about the All Sites template and update contact information.

Rev 9/9/19 Add information about the All Sites template and changes effective for January 2020.

Rev 1/15/20 Additional instructions about changes for 2020.

Rev 5/13/21 Updated Contact Information and Date Formatting

Rev 6/22/2021 Updated Contact Information

Rev 3/8/2024 Updated Header field requirements

Rev 7/24/2025 Updated verbiage, website information, instructions, tax codes



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Section 1: General Information

Purpose

This publication provides retailers with information about filing sales taxes by spreadsheet.

Electronic Payment

Businesses that file electronically should also pay electronically. Colorado law mandates that if a business pays more than \$75,000 annually in state sales tax they must pay electronically. Taxpayers can use several online payment options, including Revenue Online Direct Debit, credit card, debit card, e-check, cryptocurrency, and ACH credit.

Adding Sites on Your Account

If you have physical locations in Colorado, you must obtain a sales tax license for each location. Once we have added the location to your account, we will assign a site number. If you make sales to places where you do not have a physical location, you can add non-physical locations in Revenue Online once you have created a login. Instructions for creating a login are below in Section 5. In your sales tax account menu panel on Revenue Online, you will see a hyperlink titled, "View, Add, or Close Sales Tax Locations." Instructions are available at [Tax.Colorado.gov/add-locations-sites-to-your-sales-tax-account](https://tax.colorado.gov/add-locations-sites-to-your-sales-tax-account).

Location Verification

Businesses should periodically verify the sales tax rates for their in the Department of Revenue's registration system. To verify sales tax rates, you can start at [Colorado.gov/RevenueOnline](https://colorado.gov/revenueonline) and select "Find Sales and Use Tax Rates" in the "Sales and Use Tax" menu panel. This site verifies the current open locations and the sales taxes that must be reported to the Department of Revenue, along with the applicable sales tax rates and vendor fee rates. This site will also show county lodging, local marketing, and short-term rental rates that may not apply to your business. The export will only show sales tax rates.

Other E-File Methods

Businesses can also file online at the Department of Revenue's Online Sales Tax Filing application at [Colorado.gov/RevenueOnline](https://colorado.gov/revenueonline). Businesses with multiple locations can file each location one at a time online. There is no limit on the number of locations that can be filed online, but all locations must be filed the same way, through Revenue Online, by spreadsheet upload, or through the Sales and Use Tax System filing platform. For more information on the Sales and Use Tax System filing platform, please see the following page: [Tax.Colorado.gov/SUTS-info](https://tax.colorado.gov/SUTS-info).

Section 2: Contact Information

Colorado Department of Revenue Internet Site

The Colorado Department of Revenue offers a variety of tax information and forms on our website, Tax.Colorado.gov. Information for multi-location filing can be found on this webpage by choosing "Businesses" on the top menu bar, then selecting "Sales and Use Tax" from the drop-down menu. On the next page, select "Filing Information" in the "Filing Information" menu panel, and then select "How to File Online."

Contact Personnel

DOR_LocationFilers@state.co.us

Approval Submissions

Submissions for approval should be sent to DOR_LocationFilers@state.co.us.

Section 3: Spreadsheet Instructions

Information

The spreadsheet template provided on our website must be adhered to in order for us to successfully process your return. See the return data instructions below for how to complete the spreadsheet for your business. The spreadsheet has a return data worksheet, header worksheet, service fee worksheet and setup worksheet.

We provide a Spreadsheet Template on our site for which you only need to add the location numbers in Column A on the Return Data worksheet and complete the filing information on the Header worksheet. You must add the location number in column A for each tax being reported for the site. If a row does not have a location number in column A, our system does not read that row. Do not add blank rows or extra columns, as this will cause our system to reject the file. The procedure on how to add the location account numbers can be found on the spreadsheet filers web page.

Changes and Updates

Please use the correct spreadsheet for the period that you are filing. The spreadsheet templates are updated appropriately for changes to tax rates, deductions/exemptions, and service fee calculations. The spreadsheet service fee tab will automatically tabulate the state service fee for all sites and calculate the payment total when the cap has been exceeded.

Header Worksheet

The header worksheet has the filing period and basic information about the business. The filing period and date signed information will change for each filing, but the rest of the information can be saved in your base template and updated as needed. The "Colorado Acct #" should be your 8-digit Colorado Account Number (CAN). You can verify the account number with the Department of Revenue.

In the street address, do not use periods after abbreviations, and do not use commas. Hyphens and slashes are allowed in the street address. In the FEIN, Contact Phone and Zip columns, do not include dashes. The zip code can only be 5 digits. The State must be 2 characters and capitalized.

Tax Period Begin Date is the first day of the filing period, i.e., 1/1/2025. Tax Period End Date is the last day of the filing period, i.e., 1/31/2025.

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If the return is an amended return, place an upper-case "X" in the Amended Return column on the Header Worksheet, otherwise leave that column blank. For amended return spreadsheets, please include all locations, even if some are unchanged.

Preparer/Contact Name and Phone Number and Ack Email

The return preparer or contact should include their name and contact information in the header worksheet. The header information should also include the email address for acknowledgments under the column titled "Ack Email."

Return Data Worksheet and Spreadsheet Formatting

1. The return data worksheet has columns that correspond to the lines of the DR 0100, Colorado Retail Sales Tax Return. It is structured so that there will be a row for each tax for each location. A site location collecting state, city, county, and rural transportation authority tax would have four rows. The blank template has separate sections for one to six taxes that can be copied as needed for each site location. Tax calculation formulas and the site total formula are built into each section. You should not need to change the calculation formulas in the spreadsheet. Copy and paste rows as needed.
2. The Part A deductions apply to all taxes in a location, so Part A deduction amounts only need to be entered on the state row.
3. Taxes that are combined on a paper return have separate rows on the spreadsheet. A site location collecting state, county, and RTD/CD would have four rows. Counties with a mass transit sales tax must have county (Cnty) and mass transit on (MT) separate rows.
4. The Location Acct # should be 12 characters, your eight-digit Colorado account number plus the four-digit site number, with no dash. The Juris Code is the six-character county city code with no dash. The location account number must be added for each tax of that site.
5. All dollar amounts should have only up to two decimal places.
6. Tax rates and service fee rates are expressed as decimals and must be limited to six places of precision. Example: 2.375% is expressed as .02375 in the tax rate field.
7. Once all the site location numbers have been added, save your template. You should submit this for approval. Once it is approved, you can then enter or map

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the import of your sales and exemption information for a particular filing period and save the file for that period.

8. Please note that if the county or city has a cap on the vendor/service fee, you may need to override the calculated county or city vendor fee amount.
9. Please note: Use tax can no longer be filed on the sales tax return and should be reported using Form DR 0252 – Consumer Use Tax Return, or filed online at [Colorado.gov/RevenueOnline](https://colorado.gov/revenueonline).

Section 4: Spreadsheet Approval

Once you have built your template for all sites, tax codes, and rates, you must submit it by email for approval to DOR_LocationFilers@state.co.us. We will normally respond within 5-7 business days with approval or needed corrections.

You will **not** be able to upload your spreadsheet unless you have been approved.

Section 5: Upload Instructions

Log In

The first step in submitting your return spreadsheet is to go to Revenue Online at: Colorado.gov/RevenueOnline.

On the Welcome page, you can log in and also find additional information.

The first time you use Revenue Online, you must create a login. Select "Sign Up" to create your login.

For step-by-step instructions on setting up a Revenue Online account, please visit Tax.Colorado.gov/training/business-ROL-account.

Submitting Your Return

After logging in to your Revenue Online account, locate the Sales Tax account.

If you are filing for the most recent filing period, select "Upload a Spreadsheet or XML File" in the menu panel showing the most recent filing period.

If you are filing for a previous filing period, select "File/Amend and View Returns/Payments" in the "Account" menu panel.

On the next page, you will see the hyperlink in the top right titled "Upload a Spreadsheet or XML File."

Select the appropriate filing period.

On the next page, verify your Colorado Account Number and the Tax Period End Date.

If you have a previously-assigned EFT Account Number, you may include it in this section.

If you do not have a previously-assigned EFT Account Number, select "No," and then list the total amount due for all sites. This amount will be listed on the Service Fee Worksheet. You will have the option to make a payment through Revenue Online after submitting your spreadsheet. Alternatively, you may also submit an ACH Credit payment from your bank.

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Select "Next" when you are ready to proceed.

On the next page, select "Attach a File."

In the pop-up window, select the type of file you are attaching.

Choose the type of file you are uploading: select "Sales Tax Return (.xls)" for a spreadsheet upload and "Sales Tax Return (.xml)" for an XML upload.

Enter a description of your file in the "Description" field.

Select "Choose File" to locate the file on your computer.

Browse to choose the file, then select "Save." The system will only allow you to continue if you have been approved for spreadsheet e-file. If you have received approval from us but are getting a system message that you are not approved, please contact us at DOR_LocationFilers@state.co.us. The system will do a basic check that the file is formatted properly and contains valid locations. If the system finds format errors in the file, it will give you a message with the line (row) number and column to check.

If no errors are indicated, select the "Next" button on the bottom right.

On the next page, select "Submit." You will be asked to enter your password to verify your intent to submit the return.

Please note: Once you have received confirmation of submission, do not upload this file again unless you need to make changes and have placed an upper-case "X" in the Amended Return column on the Header Worksheet.

Appendix

Tax Codes

Form DR 0100 sales e-file

Tax Name	Tax Code
State	State
City	City
County	Cnty
Regional Transportation District	RTD
Scientific and Cultural District	CD
Mass Transit	MT
Local Improvement District	LID
Rural Transportation Authority	RTA
Multi-Jurisdictional Housing Authority	MHA
Public Safety Improvements	PSI
Metropolitan District Tax	BGM
Health Services District	HSD
Fire Protection District	FPD
Ambulance District	AD

The tax codes are case sensitive