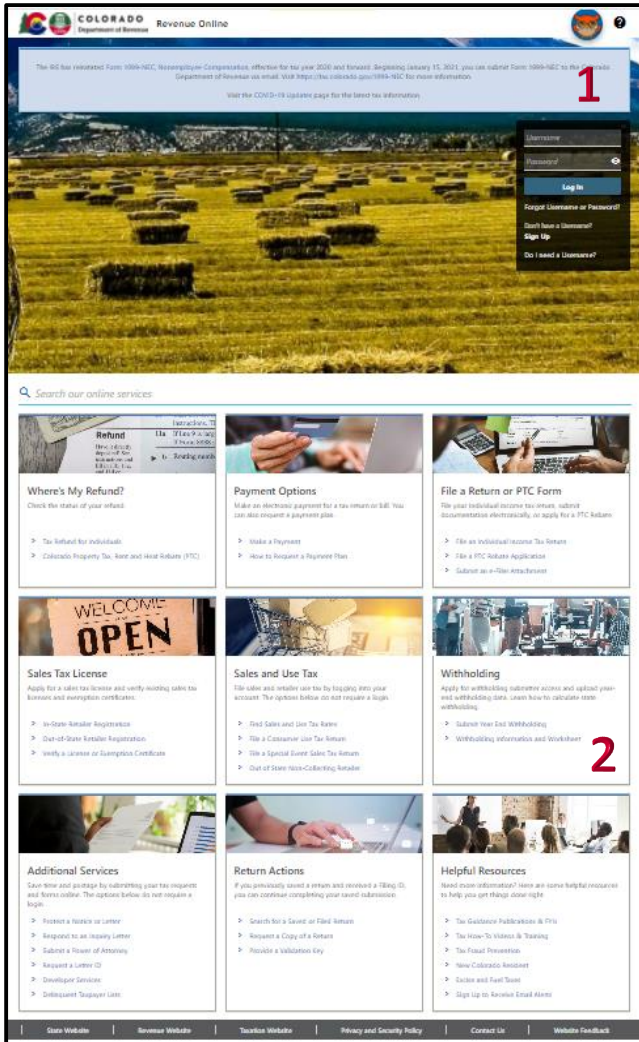




# REGISTER TO BE A WITHHOLDING SUBMITTER REVENUE ONLINE

Anyone submitting W-2s, 1099s, or W-2Gs through Revenue Online, whether a tax professional, tax service provider, and/or a person who does the payroll at the business must register. You cannot submit documents through Revenue Online until the registration process is complete.

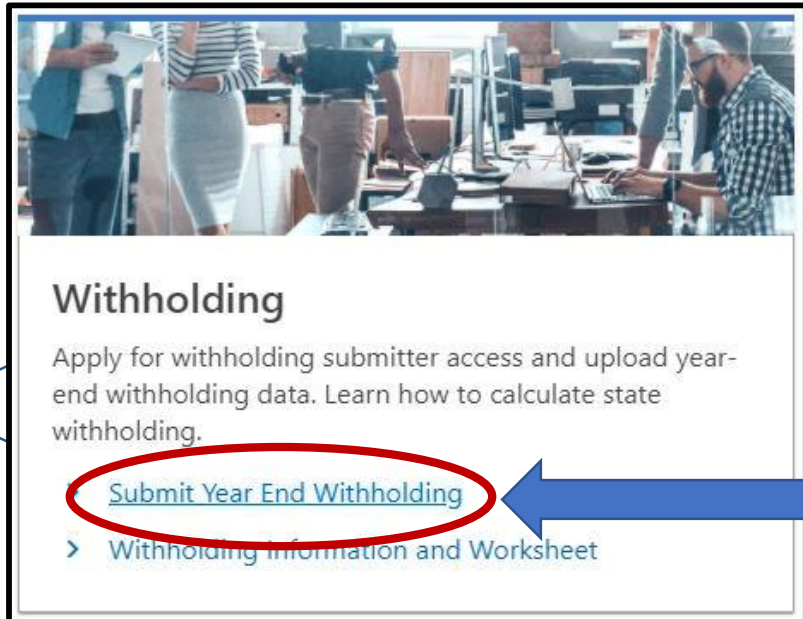


### Step 1:

Go to [Revenue Online](#) at least 5 days before you plan to file a W-2, 1099, or W-2 G entry. No login is required.

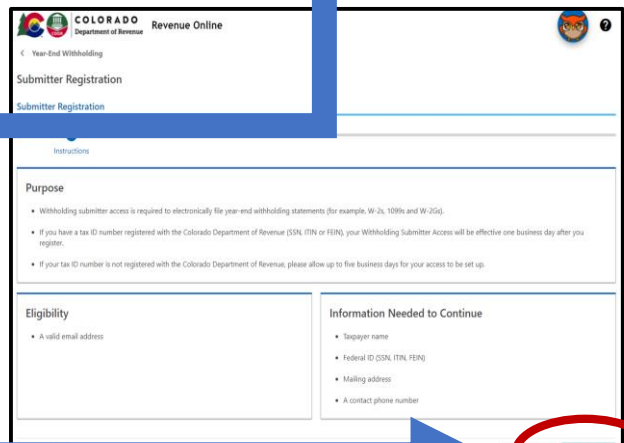
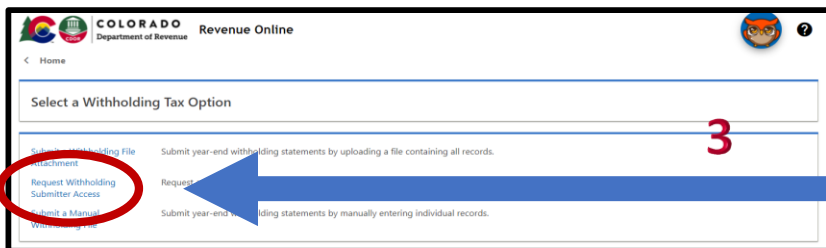
### Step 2:

Select the “Submit Year End Withholding” link.



### Step 3:

Select the “Request Withholding Submitter Access” link.



### NOTE:

Read the purpose, eligibility and information needed to continue. Click “Next.”

**Step 4:**  
Read the additional information. Click "Next."

Withholding Submitter Access Request

This site should be used to submit year-end withholding statements (for example, W-2s, 1099s and W-2Gs).  
If you need to apply for a withholding tax account, you may apply online through MyBitColorado.  
Or, use the Department of Revenue CR 0100 application form, available at [www.Colorado.gov/Tax](http://www.Colorado.gov/Tax)

**HOT TIP!**  
Withholding Submitters

- If you have a tax ID number registered with the Colorado Department of Revenue (DOR, ITIR or your Withholding Submitter Access will be effective one business day after you register.
- If your tax ID number is not registered with the Colorado Department of Revenue, please allow five business days for us to set up your account.

Cancel Previous **Next**

**Step 5:**  
Complete the requested fields. Be sure to include your email address for your account.

Submitter Registration

Instructions Additional Information **Taxpayer Information**

**Taxpayer Information**  
Enter your submitter information below...

What type of entity are you? Individual Business or Last Name First Name Middle Initial  
EXAMPLE JOE  
Federal ID Type DBA Name  
Social Security Number SSN  
123-45-6789  
Location Address (main place of business) Mailing Address (if different)  
Street Street  
1881 PIERCE ST  
Street 2 Street 2  
Unit Type Unit City LAKEWOOD Unit Type Unit City  
State Zip Code County JEFFERSON State Zip Code County  
COLORADO 80214-3503  
Verify Address  
Contact Information  
 Use the name above? Type Business If you do not currently have an account with the Department of Revenue, please explain why below.  
Name JOE EXAMPLE Reason: Enter explanation here.  
Email: DOR\_TaxpayerService@state.co.us  
Phone (303) 238-7378 Type Business Phone

Cancel Previous **Next**

**Step 6:**  
Review the information that has been entered to verify that it is correct. Agree to the terms and conditions and click "Submit."

Submitter Registration

Instructions Additional Information Taxpayer Information **Confirmation**

**Confirmation**

Identification Information Address Information  
ID Type Social Security Number Street 1881 PIERCE ST  
ID \*\*\*-\*\*-6789 City LAKEWOOD  
Name JOE EXAMPLE State COLORADO  
Zip Code 80214-3503

By accessing the Revenue Online system, all users certify that they have read, understand, and agree to the user certification below:

- I am currently contracted or employed by the employer associated with my registration and am authorized to conduct business on behalf of the employer.
- I am registering as the employer of an individual or individuals who work(s) for me.

And

- I understand that I will be subject to penalties if I submit fraudulent information. I agree that I am responsible for all action taken with this User ID.
- I am aware that any person who knowingly and willingly make any representation to falsely obtain Colorado Department of Revenue record and/or intends to deceive the Colorado Department of Revenue as to the true identity of an individual could be punished by a fine or imprisonment, or both.

I agree to the above terms and conditions.

Attention: All information is complete. You may now submit your request using the Submit button at the bottom of this page.

Cancel Previous **Submit**

**Step 7:**  
Enter your email address which acts as your electronic signature. Once you click "OK" your request will be submitted to the Department of Revenue.

Confirmation

This action will submit your access request to the Department of Revenue. Please ensure all information is correct before continuing.  
Are you sure you wish to continue?

Email: DOR\_TaxTraining@state.co.us  
Confirm Email: DOR\_TaxTraining@state.co.us

Cancel **OK**

**Step 8:**  
A confirmation will appear showing that the Department has received the registration request. A confirmation will also be sent via email. In most cases, the registration process is completed overnight. However, it may take up to 5 business days to complete.

Submitter Registration

Confirmation

Thank you, your access request has been received. Please note that your request may take several days to process.  
Note the email address and Filing ID below; you will need this information should you wish to search for the status of your request.  
The email address used to save this request is: [dor\\_taxtraining@state.co.us](mailto:dor_taxtraining@state.co.us)  
The Filing ID associated with this request is: 9efrv9

You may wish to print this page for your reference.

Printable View **OK**

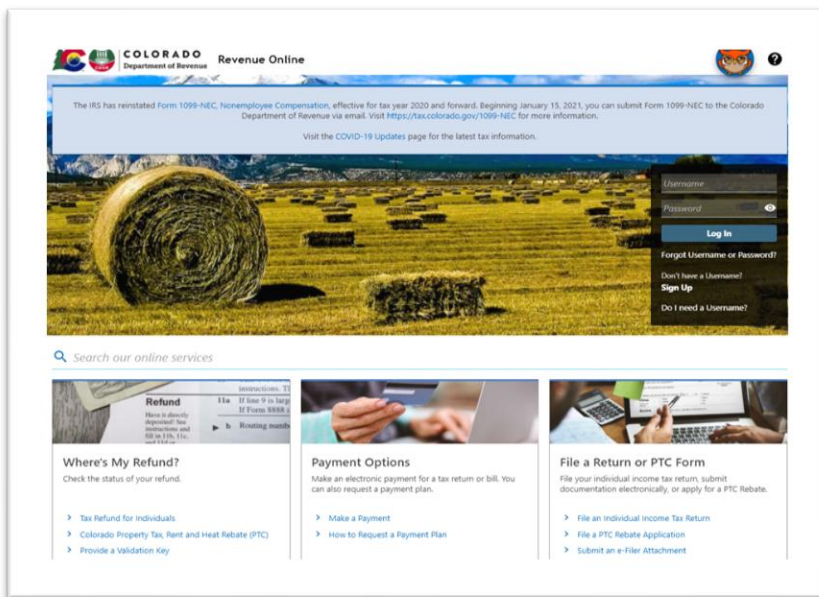


**NOTE:**

Once you have completed the registration process, you do not need to do it again. Each year when you submit your W-2s, 1099s, or W-2Gs in Revenue Online, you will start at the drop-down for “Submit Year End Withholding.”



## Other Revenue Online Tools



[Revenue Online](#) (ROL) can be used for:

- sending a secure message
- make payments
- file returns
- add non-physical locations to your account
- update your mailing address or, if necessary
- close your account

It also includes some additional links and services that might be helpful to you such as how to check the status of your refund and submitting power of attorney documents.

Go to this website to view Revenue Online Videos.

[Tax.Colorado.gov/video-library](https://tax.colorado.gov/video-library)

### Additional Resources:

[Tax.Colorado.gov/pay](https://tax.colorado.gov/pay)

[Colorado.gov/RevenueOnline](https://colorado.gov/RevenueOnline)

[Tax.Colorado.gov/contact-us](https://tax.colorado.gov/contact-us)

# [Tax.Colorado.gov](https://tax.colorado.gov)