**AGENDA**

**Workgroup on Data, Information, and Documentation**

**Required for Sales Tax Refund Claims**

February 28, 2023 at 10:00 a.m. Colorado Department of Revenue

 1881 Pierce Street

Call-in number: **1 (669) 900-6833** Entrance B, Room 110

‬Meeting ID: **895 1585 5075** Lakewood, CO 80214

The Colorado Department of Revenue, Division of Taxation, is convening a workgroup to discuss the promulgation of a new sales tax rule to implement [House Bill 22-1118](https://leg.colorado.gov/bills/hb22-1118). Among other things, the bill requires any purchaser who submits a sales tax refund claim to provide with their claim any pertinent data, information, and documentation as the Executive Director of the Department may prescribe by rule.

In addition to other matters the Department may open for discussion, the following items are scheduled for consideration:

* Welcome and Introductions
* Topics for Discussion. The Department intends to seek input on data, information, and documentation required for sales tax refund claims, including those listed below, but encourages attendees to suggest additional topics for discussion.
	+ Required information regarding the seller and the sales transaction
	+ Requirements relating to local sales taxes (e.g. city, county, and special districts) included in a refund claim
	+ Required documentation such as invoices, purchase orders, receipts, and canceled checks and sampling requirements—existing form instructions for a refund claim containing 100 or more purchases require purchasers to submit documentation for at least 25% of the included purchases
	+ Special data, information, and documentation requirements for specific industries
* Other comments or issues for consideration
* Adjourn