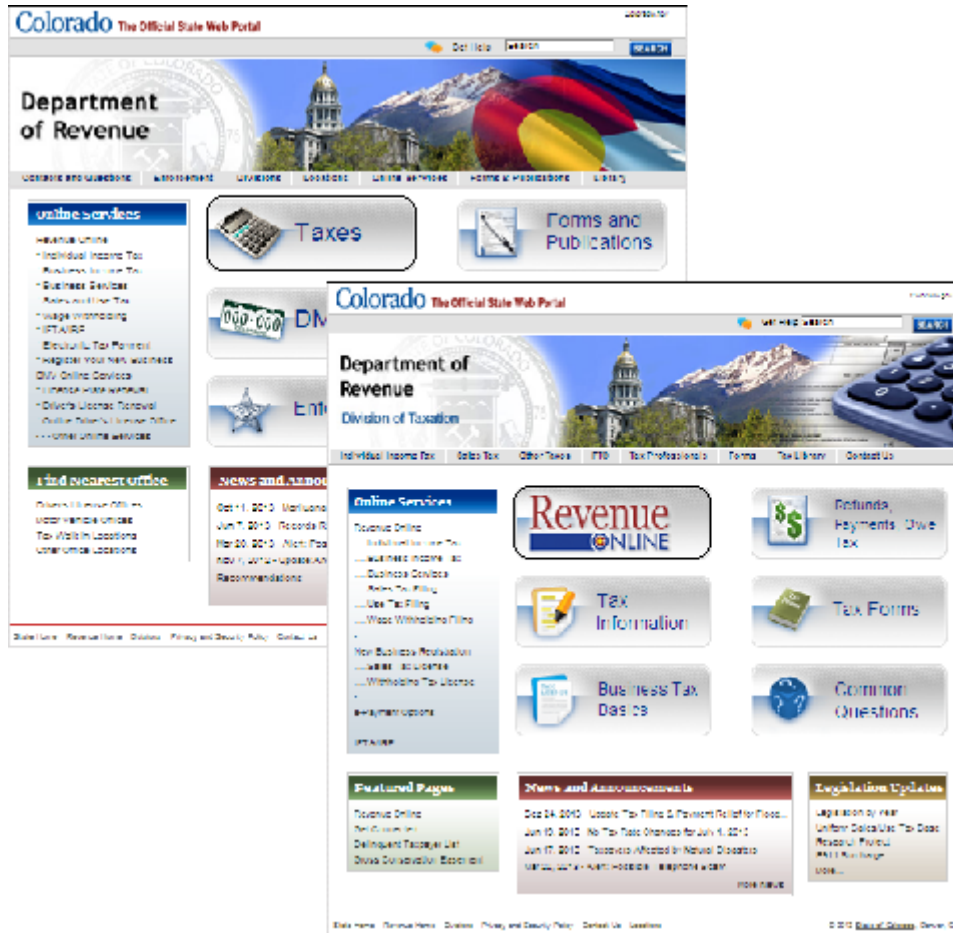


Getting the Most from Department Information and Reports

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Colorado Department of Revenue



Reports

- Department of Revenue (DOR) provides reports to counties, municipalities and special districts through *RevenueOnline*.
- This system allows local jurisdictions to access DOR monthly sales tax reports.
- This tax information allows local jurisdictions to monitor sales, use and lodging tax activity within the taxing jurisdictions.
- These reports contain confidential DOR data. The information is confidential and cannot be shared with anyone in your office who does not have a business purpose for the information.

Logging in to the *RevenueOnline*

- Reports can be located as follows: <https://www.colorado.gov/revenueonline>
- Login ID
 - Generally this is the user's email address
- Password
 - DOR provides a password that must be changed after initial access to system.
 - User maintains own password.
 - Password should be changed every 30 days.

The screenshot displays the RevenueOnline website interface. At the top, there is a banner with the 'Revenue ONLINE' logo, the State of Colorado seal, and a scenic image of a mountain range. Below the banner, the page is organized into several sections:

- Menu:** A vertical sidebar on the left containing links for 'Home', 'Back', and 'Help'.
- FOR INDIVIDUALS:** A central section featuring a photo of a woman at a laptop and a list of services: 'File a Return', 'Submit an e-Filed Attachment', 'Respond to Inquiry Letter', 'Where's My Refund', 'Make an Electronic Payment', 'Add Power of Attorney', 'Request a Letter ID', and 'File a Protest'.
- FOR BUSINESSES:** A central section featuring a photo of a business meeting and a list of services: 'File a Return', 'Submit an e-Filed Attachment', 'Make an EFT Payment (No Fee)', 'Make an Electronic Payment', 'Add Power of Attorney', 'Request a Letter ID', and 'File a Protest'.
- LOG IN FOR COMPLETE ACCESS:** A login form on the right with fields for 'Login ID:' and 'Password:', each with a 'Forgot' link. A 'Login' button is positioned below the fields.
- SIGN UP FOR REVENUE ONLINE:** A section with links for 'Sign Up (Individual or Business)', 'Sign Up (RRP)', and 'What Are the Benefits of Signing Up?'.
- OTHER SERVICES:** A section at the bottom with two columns of links, including 'Request Withholding Submitter Access', 'Verify a Sales Tax License', 'Submit a Withholding File Attachment', 'View Local Sales Tax Rates', 'Submit a Manual Withholding File', 'View Business Location Rates', 'View Disclosure of Average Taxes Paid', 'Find Local Taxes by Address', and 'View Tax Adjustments', 'View Sales Tax Rate Charts'.
- REQUEST SEARCH:** A section at the bottom right with a 'Retrieve a Saved Return' button.

Accessing the Reports

- Click on hyperlink for SLS (Sales) reports

Revenue ONLINE

Menu Log Out

Home
Back
Help

Taxpayer Options
View My Profile

Withholding Options
Request W-2 Submitter Access

Payment Options
Add / Change an EFT
View EFT Summary

Balances may not reflect recent activity on your account.

NAME & ADDRESS

CO Account# Legal Name
Balance \$0.00 Location Address
Mailing Address

ACCOUNTS¹ REQUESTS² MESSAGES³ LETTERS⁴

MY ACCOUNTS

MY ACCOUNTS Hide History Filter

ID	Account Type	Name	Frequency	Address	Balance
-003-RLA-SLS	Revenue				0.00

- Displays summary of sales tax amounts distributed to local jurisdiction.
- The system includes monthly sales tax distribution information from October 2010 through the current month.

Revenue ONLINE

Menu Log Out

Home
Back
Help

Jurisdiction Reports
Site
Filing Status
Open or Closed Accounts
Revenue

REVENUE LEDGER NAME & ADDRESS

Revenue Account ID -RLA-SLS
Filing Frequency

Balance 0.00
Pending Payments 0.00
Effective Balance 0.00

PERIODS¹ REQUESTS² MESSAGES³ LETTERS⁴

SEARCH ALL PERIODS

PERIODS FROM 10-OCT-2011 Change Date Defaults Filter

Period	Return Status	Tax	Penalty	Interest	Other	Credits	Balance	Messages
09/30/2013		0.00	0.00	0.00	192,839.03	192,839.03	0.00	
08/31/2013		0.00	0.00	0.00	220,265.00	220,265.00	0.00	
07/31/2013		0.00	0.00	0.00	202,867.96	202,867.96	0.00	
06/30/2013		0.00	0.00	0.00	186,610.81	186,610.81	0.00	
05/31/2013		0.00	0.00	0.00	166,784.30	166,784.30	0.00	
04/30/2013		0.00	0.00	0.00	169,863.60	169,863.60	0.00	
03/31/2013		0.00	0.00	0.00	154,169.14	154,169.14	0.00	
02/28/2013		0.00	0.00	0.00	164,515.39	164,515.39	0.00	
01/31/2013		0.00	0.00	0.00	177,275.10	177,275.10	0.00	
12/31/2012		0.00	0.00	0.00	145,070.38	145,070.38	0.00	
11/30/2012		0.00	0.00	0.00	160,111.60	160,111.60	0.00	

The system contains 4 reports.

- Sites
- Filing Status
- Open or Closed Accounts
- Revenue

Revenue ONLINE

STATE OF COLORADO

REVENUE LEDGER NAME & ADDRESS

Revenue Account ID -RLA-SLS

Filing Frequency

Balance 0.00

Pending Payments 0.00

Effective Balance 0.00

PERIODS REQUESTED MESSAGES LETTERS

SEARCH ALL PERIODS

PERIODS FROM 10-OCT-2011

Period	Return Status	Tax	Penalty	Interest	Other	Credits	Balance	Messages
09/30/2013		0.00	0.00	0.00	192,839.03	192,839.03	0.00	
08/31/2013		0.00	0.00	0.00	220,265.00	220,265.00	0.00	
07/31/2013		0.00	0.00	0.00	202,867.96	202,867.96	0.00	
06/30/2013		0.00	0.00	0.00	186,610.81	186,610.81	0.00	
05/31/2013		0.00	0.00	0.00	166,784.30	166,784.30	0.00	
04/30/2013		0.00	0.00	0.00	169,863.60	169,863.60	0.00	
03/31/2013		0.00	0.00	0.00	154,169.14	154,169.14	0.00	
02/28/2013		0.00	0.00	0.00	164,515.39	164,515.39	0.00	
01/31/2013		0.00	0.00	0.00	177,275.10	177,275.10	0.00	
12/31/2012		0.00	0.00	0.00	145,070.38	145,070.38	0.00	
11/30/2012		0.00	0.00	0.00	160,111.60	160,111.60	0.00	
10/31/2012		0.00	0.00	0.00	177,773.30	177,773.30	0.00	

Revenue Navigation

- Number of records
- Number of pages
- Arrows
- Enter page number

The screenshot shows the Revenue ONLINE interface. At the top, there is a banner with the Colorado state seal, the state capitol building, and a mountain range. Below the banner is a navigation menu on the left with options: Home, Back, Help, Jurisdiction Reports, Site, Filing Status, Open or Closed Accounts, and Revenue. The main content area is titled "Revenue" and includes a "DATE" section with "Revenue Period" set to 09/30/2013 and a "Filing Period" field. A "FILTER" section contains fields for "Site ID", "Account ID", and "Revenue Type". A "SEARCH" button is present. Below the search button, the text "410 Records" is displayed, followed by a pagination control showing "Page 1 of 5" with navigation arrows. A "DOWNLOADS" section on the right offers options for "TXT", "XML", and "TSV" file formats. The interface also shows "Total", "Tax", "Penalty", and "Interest" fields.

Downloading Reports

- TXT – Text File
- XML – Extensible Markup Language
- TSV – Tab Delimited File

This screenshot is identical to the one above, but with a red circle highlighting the "DOWNLOADS" section on the right side of the interface. The "DOWNLOADS" section contains three buttons labeled "TXT", "XML", and "TSV", each with a download arrow icon.

Information Provided

- Each report provides account information based on the report type.
- Site ID hyperlink provides additional information for the vendor including:
 - Name, ID, address, NAICS, juris/location code, open date, close date.
 - Account Location Information
 - Name, ID, filing frequency, opened date, closed date, other accounts, physical address, mailing address

The screenshot shows a web application window with a blue header bar containing the text 'Empty' and window control icons. The main content area is divided into two sections: 'SITE LOCATION INFORMATION' and 'ACCOUNT INFORMATION'. Both sections contain various input fields for text, dates, and dropdown menus. A large, faint watermark of the Colorado State Seal is visible in the background. A red 'Close' button is located at the bottom right of the window.

- Each report has various filters for searching the data online.

The screenshot displays the 'Revenue ONLINE' website interface. At the top, there is a banner with the Colorado State Seal and a mountain landscape. Below the banner is a navigation menu on the left with options like 'Home', 'Back', 'Help', and 'Jurisdiction Reports'. The main content area is titled 'Filing Status' and features three filter sections: 'FILING FILTERS', 'SITE FILTERS', and 'ACCOUNT FILTERS'. Each filter section contains input fields for file type, dates, and site/account identifiers. A 'Search' button is positioned below the filters. At the bottom, a table header is visible with columns for Account ID, Account Name, Account Type, Site ID, Site, Juris, Period, NAICS, Estimated, and File Date.

Revenue Report: This report provides a list of the vendor payments related to the distribution of monies to your jurisdiction. This is the distribution report.

The screenshot shows the 'Revenue' report interface. It includes a search section with 'DATES' and 'FILTERS' tabs. Under 'DATES', there are fields for 'Revenue Period' (09/30/2013) and 'Filing Period'. Under 'FILTERS', there are fields for 'Site ID', 'Account ID', and 'Revenue Type'. A 'Search' button is present. Below the search section is a table header with columns: Account ID, Account Name, NAICS, Site ID, Site Name, Filing Period, Juris, Tax, Interest, Penalty, Other, and Total.

How to Use the Revenue Report

- Verify that your vendors are filing returns.
- Look for missing vendors.
- Compare vendor filings for the current month to the same month in the previous year.
- Compare vendor filings for the current month to the previous month.
- Compare total revenue for the current month to the same month in the previous year.
- Compare total revenues for the current month to the previous month.

Remember to use caution when comparing revenue periods which include monthly filings with revenue periods which include monthly and quarterly filings as these will differ.

Filing History of a Site

Enter 'Site ID'
 Enter 'Revenue Period'
 'Through' box will appear. Enter 'Through Period'

The screenshot shows the 'Revenue' report interface with search filters and a data table. The 'DATES' section shows 'Revenue Period' as 10/31/2010 and 'Through' as 09/30/2010. The 'FILTERS' section shows 'Site ID' and 'Account ID' fields. A 'Search' button is present. To the right of the table is a 'DOWNLOADS' button with options for TXT, XML, and TSV. The table below shows the following data:

Account ID	Account Name	NAICS	Site ID	Site Name	Filing Period	Juris	Tax	Interest	Penalty	Other	Total
					09/30/2010	030078	-15,093.83	0.00	-808.48	0.00	-15,882.29
					09/30/2010	030078	0.00	0.00	808.48	0.00	808.48
					10/31/2010	030078	-11,072.18	0.00	0.00	0.00	-11,072.18
					11/30/2010	030078	-11,072.18	0.00	0.00	0.00	-11,072.18
					09/30/2010	030078	0.00	0.00	-1,231.31	0.00	-1,231.31
					11/30/2010	030078	-802.84	0.00	0.00	0.00	-802.84
					12/31/2010	030078	-20,103.91	0.00	0.00	0.00	-20,103.91
					09/30/2010	030078	0.00	0.00	-0.02	0.00	-0.02
					11/30/2010	030078	0.00	-0.80	-20.02	0.00	-20.82
					01/31/2011	030078	-24,171.42	0.00	0.00	0.00	-24,171.42

Site Report: This report provides a list of vendors within your taxing jurisdiction

Site Information -RLA-SL 8

SITE FILTERS

Site Name NAICS
 Site ID Status

ACCOUNT FILTERS

Account Type
 Account Name
 Account ID

LOCATION FILTERS

Jurisdiction Code
 Address

Account ID	Account Type	Account Name	Acc. Opened	Acc. Closed	Site ID	Site Name	NAICS	Address	Filing Period	Juris	Site Opened	Site Closed
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How to Use the Site report

- Verify that vendors are located within your jurisdiction. For business locations that aren't obvious, verify the location with your county assessor.
- Ensure that vendors are not omitted from the report.

Open or Closed Accounts Report: This report lists new vendors and closed vendors in your jurisdiction.

New or Closed Sites -RLA-SL 8

ACTIVITY DATES

Activity From through Activity Type

SITE FILTERS

Site Name
 Site ID
 Jurisdiction Code

ACCOUNT FILTERS

Account Name
 Account ID
 Account Type

Account ID	Account Name	Account Type	Site ID	Site Name	NAICS	Juris	When	Action
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How to use the Open or Closed Accounts Report

- Verify the open and closed activity of your vendors.

Note: When a site address is changed, your report will display a record with a closed date with the old address and a record with an open date with the new address.

Filing Status Report: This report provides status information for return filings, i.e. filed, not filed or estimated.

RLA-SLS

Filing Status

FILING FILTERS		SITE FILTERS		ACCOUNT FILTERS	
File Type	<input type="text"/>	Site ID	<input type="text"/>	Type	<input type="text"/>
Filed from	09/01/2013 through <input type="text"/>	Site Name	<input type="text"/>	Account ID	<input type="text"/>
Filing Period	<input type="text"/>	Name	<input type="text"/>		

Page

DOWNLOADS

Account ID	Account Name	Account Type	Site ID	Site	Juris	Period	NAICS	Estimated	File Date
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How to use the Filing Status Report

- Verify that vendor returns have been filed. If a vendor files a zero dollar return (no tax due or business is not operating yet), it will appear on this report as filed but will not display on the revenue report as there was no money received.

Responsibilities:

Department of Revenue (DOR)	Local Jurisdictions
DOR is required to provide information to jurisdictions for which the department collects a sales tax and a Memorandum of Understanding (MOU) has been executed.	The local taxing jurisdiction is statutorily required to notify the department of any retailers omitted from the reports as soon as possible but not more than 180 days after receiving the reports.

Why should you review these reports?

You Could be Receiving Tax Dollars in Error if You Don't Review These Reports!

- If a vendor is listed on your reports incorrectly and they remit money to your jurisdiction, these monies are not correctly allocated. When the vendor location is corrected, the money will be redirected to the correct jurisdiction and taken from your jurisdiction. The monies that the vendor filed over a given period of time will be redirected all at one time. This could mean that the amount taken from your jurisdiction may be more than your monthly distribution. In this case, your jurisdiction owes the State of Colorado money.
- If a vendor's filing errors result in an increase, when the vendor amends its returns or is issued a refund, the money will be redirected from your jurisdiction. Again, the monies that the vendor filed over a given period of time will be redirected all at one time. This could mean that the amount taken from your jurisdiction may be more than your monthly distribution. In this case, your jurisdiction owes the State of Colorado money.

You Could be Losing Tax Dollars if You Don't Review These Reports!

- If a vendor is not listed on your report, they could be filing to another jurisdiction in error or may not be filing at all. In this case, your jurisdiction may not be receiving all the taxes due.

What to do if you notice omissions or errors on your reports.

- If you find omissions or errors on these reports, send an email to dor_localgovsupport@state.co.us

Remember, you know the businesses in your jurisdiction best. Please help us ensure that all of the revenue due to your jurisdiction is reported, collected and remitted.

Additional Sales Tax Information

Statistical Studies and Reports are provided on the Office of Research and Analysis Web site. www.colorado.gov/revenue, Library, Statistical Studies and Reports. These reports provide information related to the state sales taxes reported within various industry sectors and in some cases by jurisdiction. The Department's annual report also has sales tax data.

Colorado The Official State Web Portal

Get Help Search SEARCH

Department of Revenue

Contacts and Questions Enforcement Divisions Locations Online Services Forms & Publications Library

Home > Library > Statistical Studies and Reports

Library Text

Statistical Studies and Reports

- Colorado Retail Sales and Sales Tax Summaries
- Colorado Sales Tax Exemption Study
- Colorado Selected Retail Sales Reports
- Colorado Individual Statistics of Income
- Colorado Tax Profile Study
- Liquor Excise Taxes

Colorado Retail Sales and Sales Tax Summaries

- Colorado Retail Sales And Sales Tax Summaries
- Colorado Sales Tax Exemption Study
- Colorado Selected Retail Sales Reports
- Colorado Statistics of Income
- Colorado Tax Profile Study
- Liquor Excise Taxes
- Motor Fuel Taxes
- Gaming Industry Statistics (Division of Gaming)
- Colorado Medical Marijuana Sales Data
- Colorado Tax Profile & Expenditure Reports

Inquiries regarding these reports may be directed to the Office of Research and Analysis at (303) 866-5777 or email oor_ora@state.co.us with any questions.

Colorado Selected Retail Sales Reports

Colorado Retail Building Material Summary	Colorado Restaurant Sales Summary	Colorado Motor Vehicle Sales Summary
2013 First Quarter Second Quarter	2013 First Quarter Second Quarter	2013 First Quarter Second Quarter

Note: Some subsets of material may not be available due to Colorado statutory confidentiality requirements.

More detail on any subsets of the retail sales information may be requested (e.g., retail sales by industrial category and/or for a period of time not available here) by calling or e-mailing the Office of Research and Analysis, 303 866 5777 or oor_ora@state.co.us. Requests must include the industrial category, time period and jurisdiction. Requests for specific reports and contact phone number.

Department of Revenue Contact Information:

<p><u>State of Colorado Department of Revenue</u> Department of Revenue Taxpayer Service Division</p> <p>Donna Stepan Local Government Liaison</p> <p>Phone: (303) 866-3900 FAX: (303) 866-3211 Donna.Stepan@state.co.us</p>	<p><u>State of Colorado Department of Revenue</u> Department of Revenue Taxpayer Service Division</p> <p>Shannan Marsh City/County Tax Specialist</p> <p>Phone: (303) 205-8211 X6897 FAX: (303) 866-3211 dor_localgovsupport@state.co.us</p>
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