Getting the Most from Department Information and Reports

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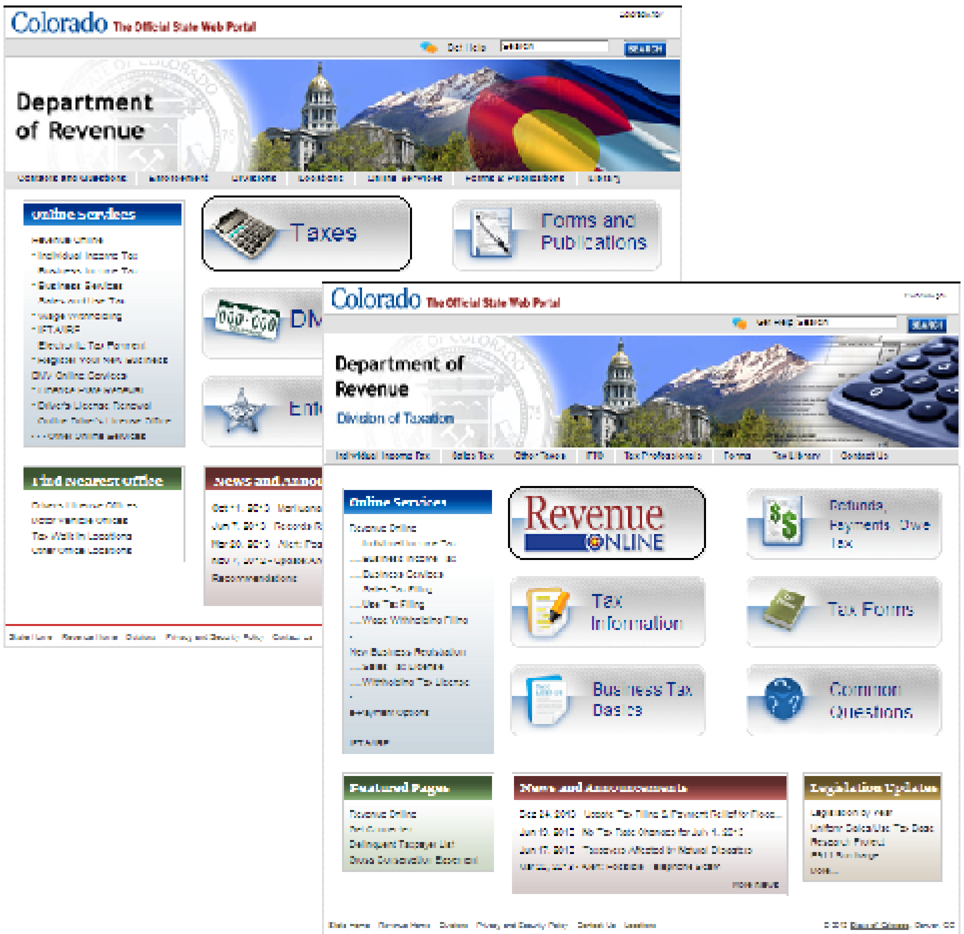
Colorado Department of Revenue



Revenue ONLINE 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*

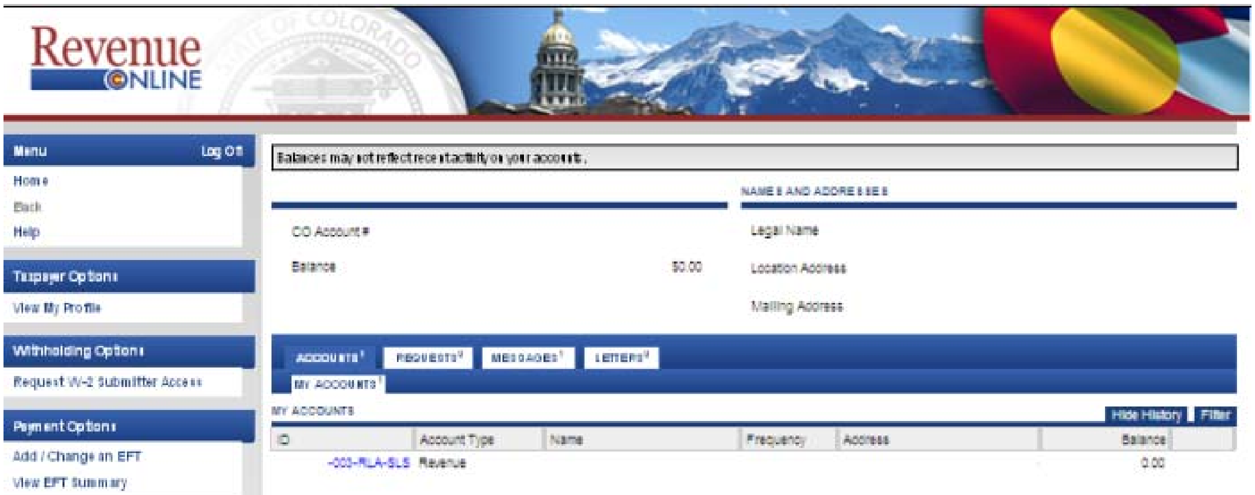
- Reports can be located as follows: https://www.colorado.gov/revenueonline

- 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.

Accessing the Reports

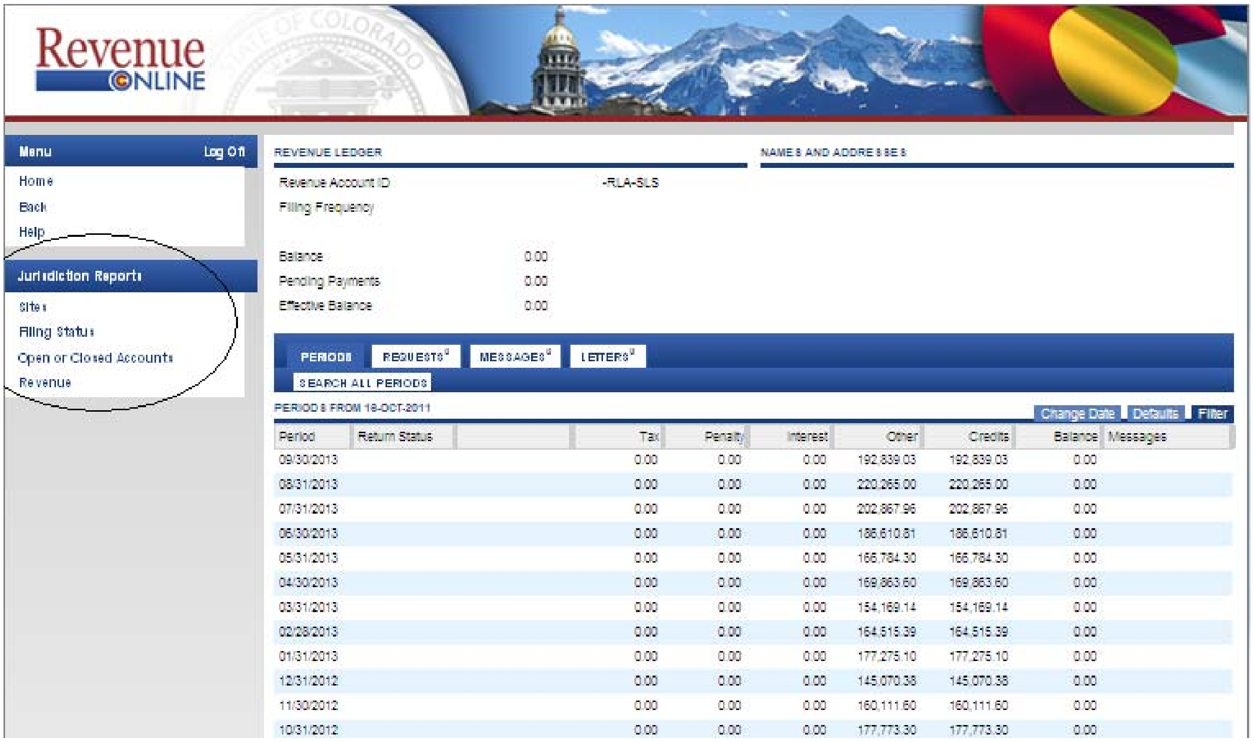
- Click on hyperlink for SLS (Sales) reports



- 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.

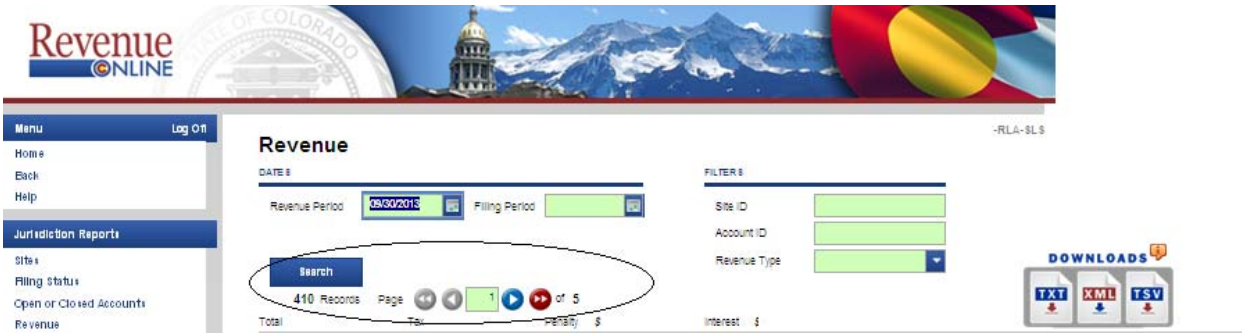
The system contains 4 reports.

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



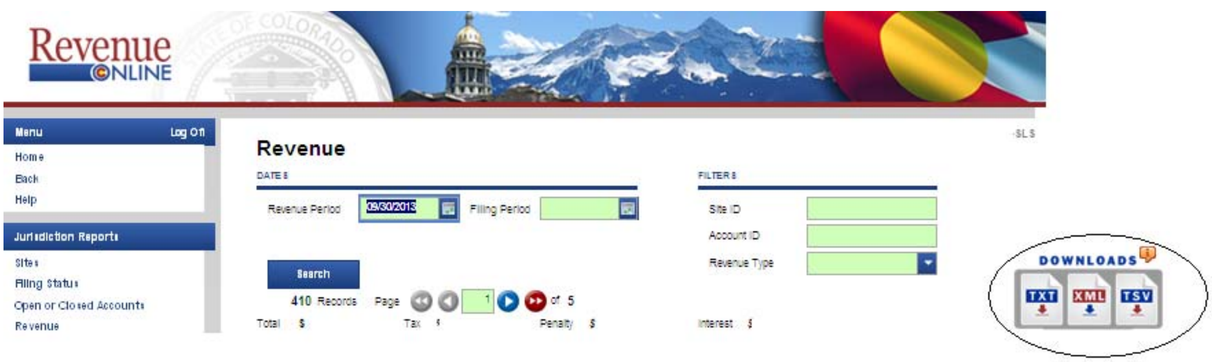
Revenue Navigation

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



Downloading Reports

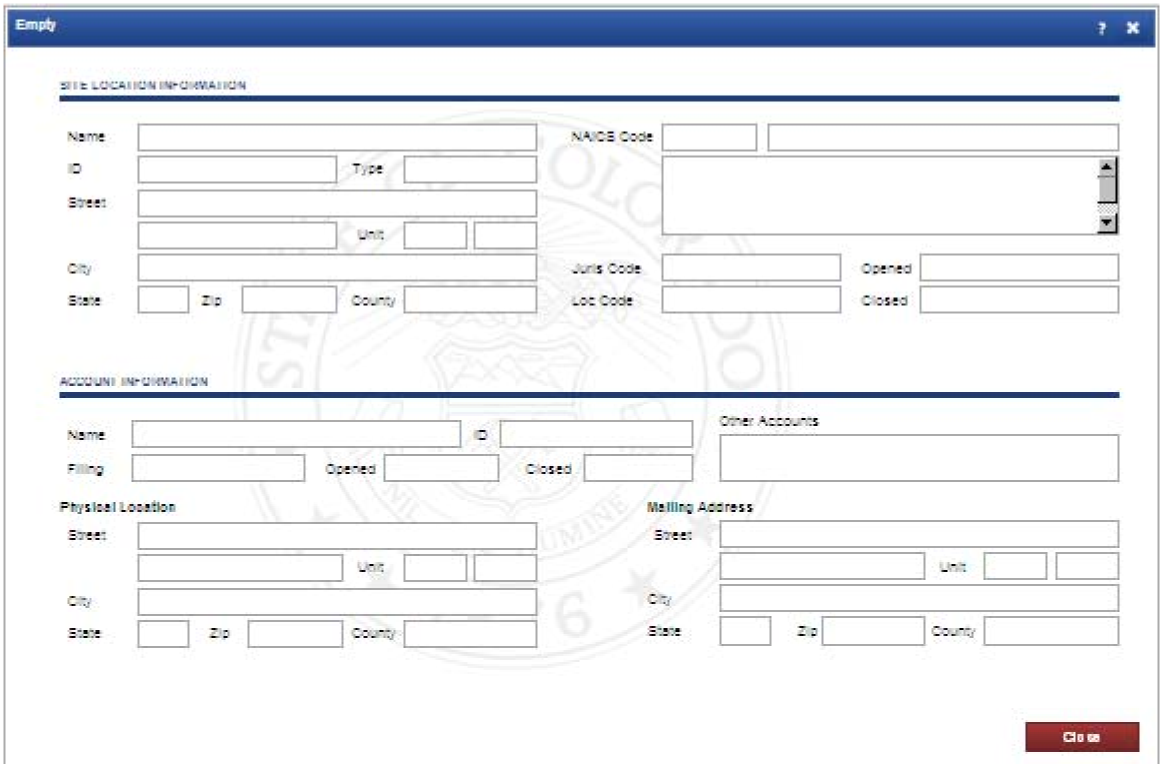
- TXT – Text File
- XML – Extensible Markup Language
- TSV – Tab Delimited File



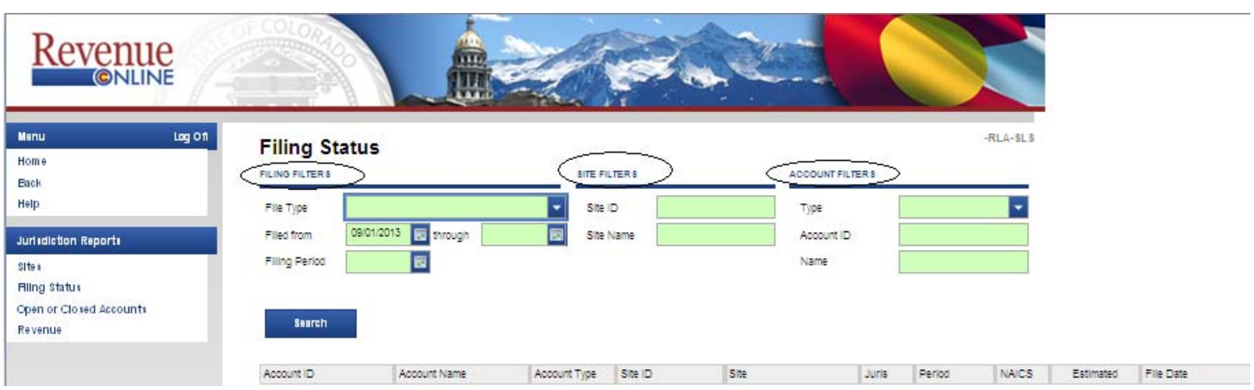
Information Provided

- Each report provides account information based on the report type.

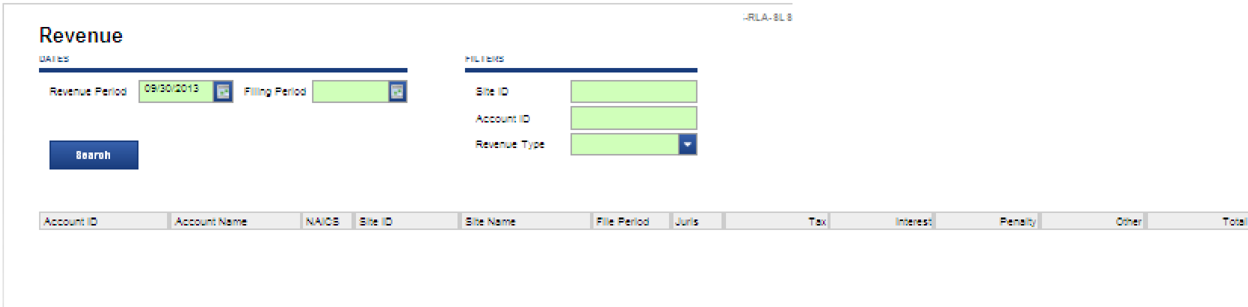
- Site ID hyperlink provides additional information for the vendor including:
    - o Name, ID, address, NAICS, juris/location code, open date, close date.
    - o Account Location Information
        - ▪ Name, ID, filing frequency, opened date, closed date, other accounts, physical address, mailing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



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



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.



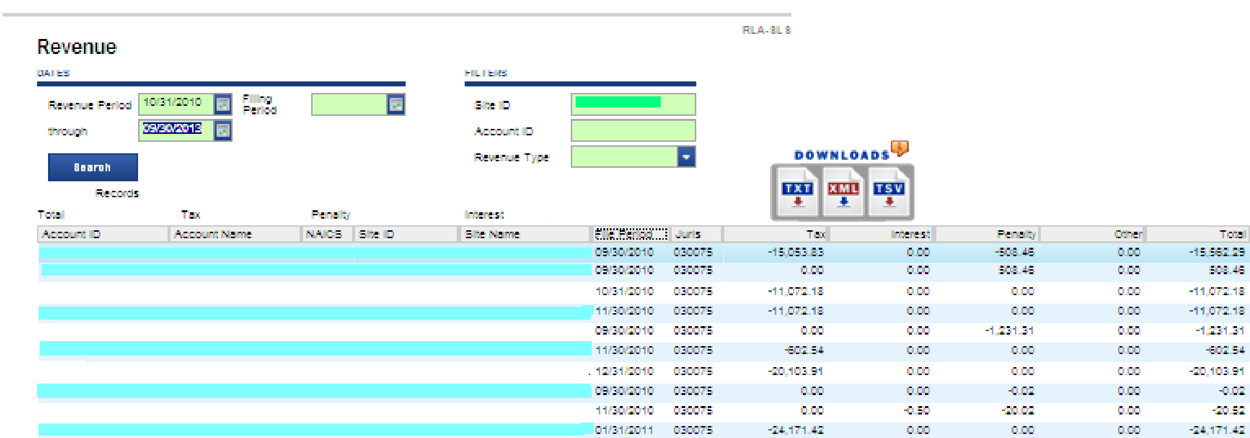
How to Use the Revenue Report

- 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.

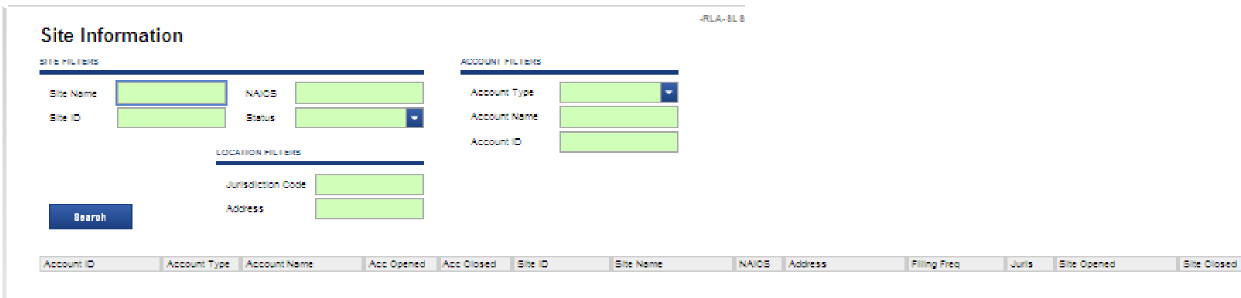
Filing History of a Site

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



Account ID	Account Name	NAICS	Site ID	Site Name	File Period	Juris	Tax	Interest	Penalty	Other	Total
					09/30/2010	030075	-15,053.83	0.00	-508.46	0.00	-15,562.29
					09/30/2010	030075	0.00	0.00	508.46	0.00	508.46
					10/31/2010	030075	-11,072.18	0.00	0.00	0.00	-11,072.18
					11/30/2010	030075	-11,072.18	0.00	0.00	0.00	-11,072.18
					09/30/2010	030075	0.00	0.00	-1,231.31	0.00	-1,231.31
					11/30/2010	030075	-602.54	0.00	0.00	0.00	-602.54
					12/31/2010	030075	-20,103.91	0.00	0.00	0.00	-20,103.91
					09/30/2010	030075	0.00	0.00	-0.02	0.00	-0.02
					11/30/2010	030075	0.00	-0.50	-20.02	0.00	-20.52
					01/31/2011	030075	-24,171.42	0.00	0.00	0.00	-24,171.42

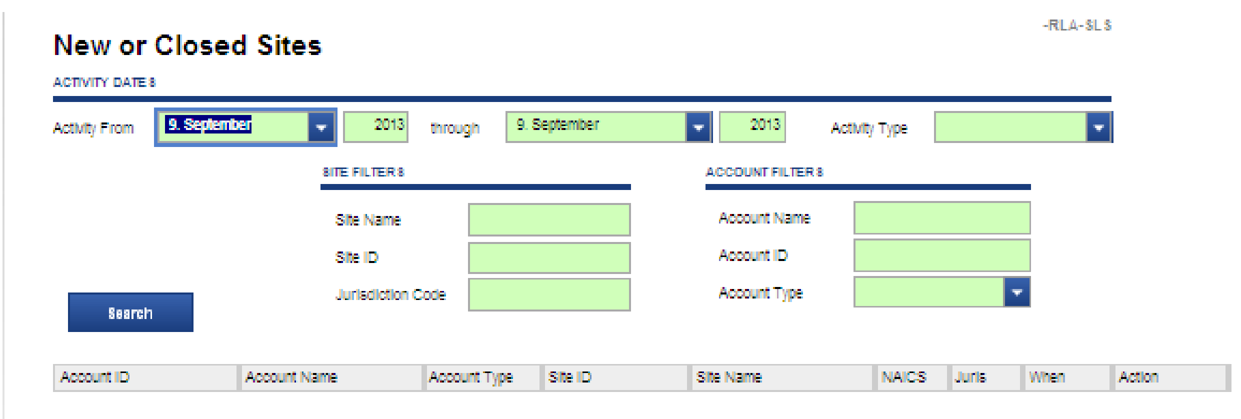
Site Report: This report provides a list of vendors within your taxing jurisdiction



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.

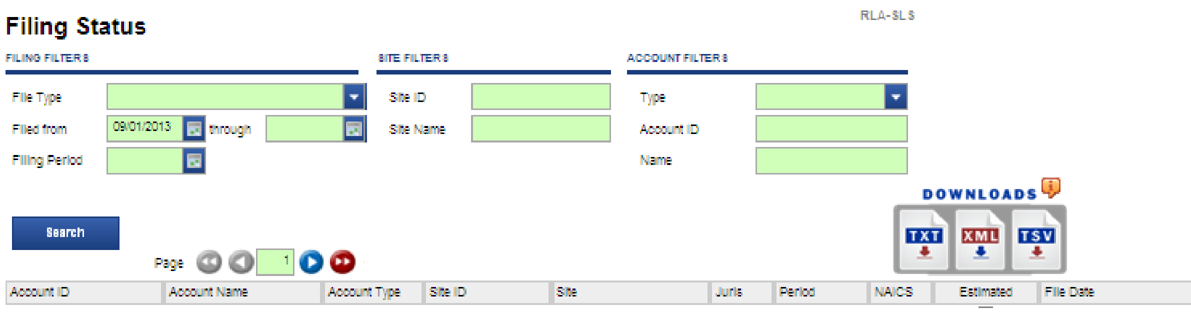


How to use the Open or Closed Accounts Report

- 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.



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.

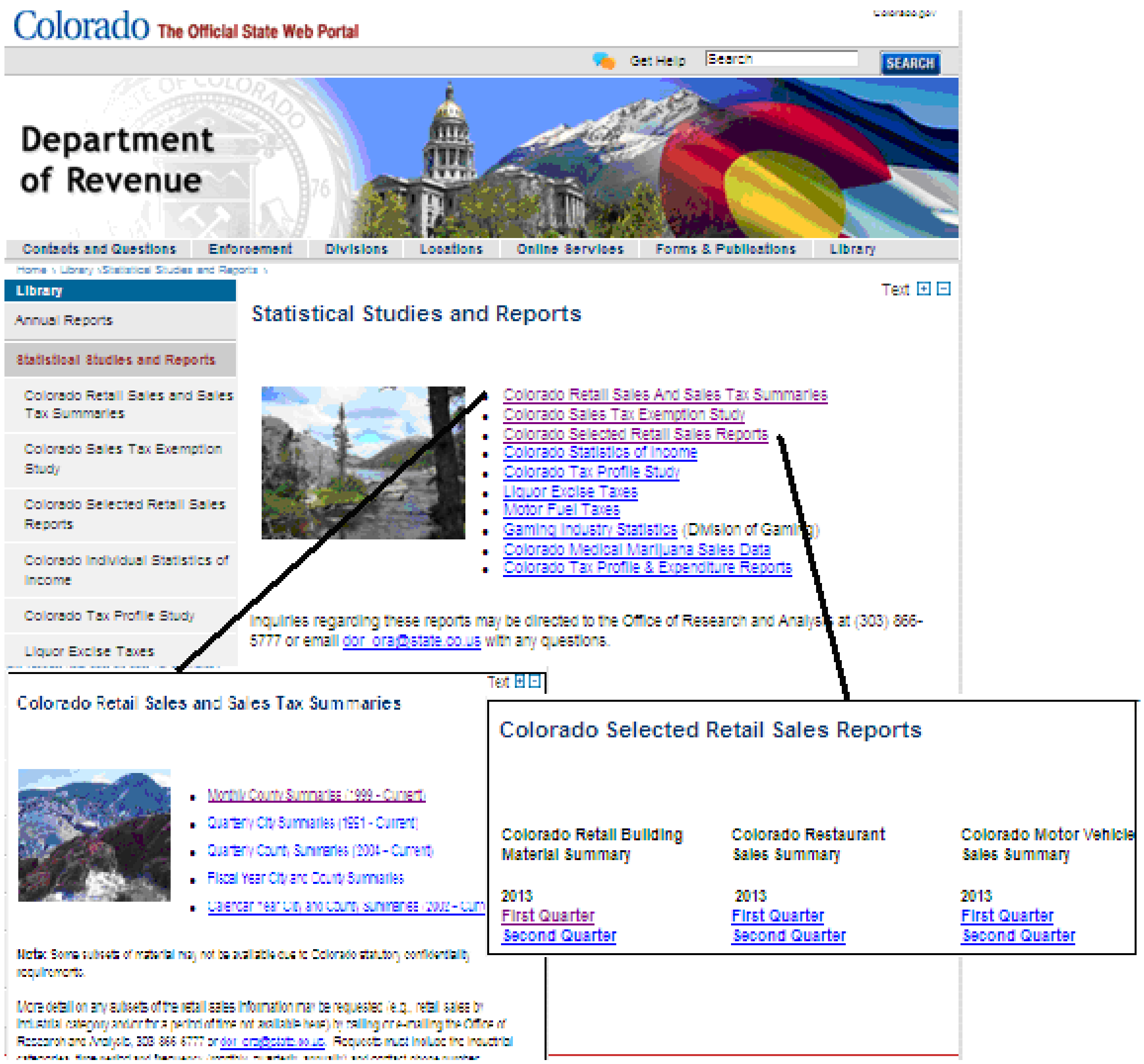
What to do if you notice omissions or errors on your reports.

- 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.



Department of Revenue Contact Information:

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