## Procedure for Adding Location Account Numbers to a Sales Tax Return Spreadsheet

Open the Spreadsheet Template for the six month period you are preparing.

Retrieve the list of your open sites using Revenue Online. If you do not have your sites set up, <u>click here</u> for information about adding sites.

1. From the home page of Revenue Online, click on "View Sales Rates and Taxes" under Additional Services. Note: You are not required to log into Revenue Online to complete this process.

■ Revenue Online				
A Home				
Quick Links (No Login Required)	Welcome to Revenue Online	)		
🛃 File a Return	File A Rei (No Login Re	urn quired)	Chec	k the Status of Your Refund (No Login Required)
Where's My Refund / Rebate?  Respond to an Inquiry Letter  Provide Validation Key	Revenue Online is the Colora your account and checking ti taxpayer information and pro encourage e-filing and use of	do Department of Revenue's t e status of your refund. The I viding customer service to as Revenue Online to submit ad	free, one-stop s Department is c sist in voluntary ditional docum	ite for filing your taxes, managing ommitted to protecting personal / compliance with state tax laws. We entation whenever possible.
Log In	Sales Tax Registration			
Login ID Password	Are you an out of state retai in Colorado, but sell produ the state? Click belo Retailers with NO phy Colora	ler with no locations cts for delivery into w to register. sical presence in do	Are you a new Colora Retailers	business with physical locations in do? Click below to register. that have physical presence in Colorado
Log In	Helpful Links (No Login Reg	uired)		
Forgot Your Login ID? Forgot Your Password? Help Sign Up Create a Login ID Why Create a Login ID?	How-to Videos Free Sales Tax Classes Subscribe for Email Updates b SEPTEMBER 2017: Deadline MAY 2017: Third Party Access	y Tax Type Extension for Natural Disasters Changes	Refu Use Taxp Taxa Taxa	ind Status – Quick Answers Tax Notification and Reporting ayer Security Awareness ayer Identity Verification tion Division Website
Attention Sales Tax Eilers!	Additional Services (No Log	in Required)		Returning to Revenue Online?
You can now add non-physical sites to your sales tax account! Simply log into your Revenue Online Account and go to the 'Add Non-Physical Locations' link. For additional information, click here.	File a Protest File a PTC Application Request a Letter ID Submit an e-Filer Attachment Submit Year-End Withholding Request a Copy of Your Return	Submit Power of Attorney I View Disclosure of Averag View GCE Reports View Sales Rates and Tax Verify a License or Certific View Delinquent Taxpayer	Documents e Taxes Paid es ate Lists	Returning Users If you previously saved or filed a return through Revenue Online and received a Filing ID, use the link below to check the status or continue your return. Search for a Saved or Filed Return
	Non-Collecting Retailer			

## 2. Click on "View Business Location Rates"



3. Enter your eight-digit Colorado Account Number in the required box.

$\equiv$ Sales Tax Rates			
📸 Home 🔸 Sales Tax Rates			
Business Location Rates			
Enter a Colorado Account Number to retrieve bus	iness location rates.		_
Please enter the 7, 8, 11 or 12 digit account numbers an L or M prefix, and remove any hyphens or spa	per to be verified. Do not inc ces.	lude	
Colorado Account Number Required	Required		
Business Location Rates			
Branch Name	Site (Branch) ID	Jurisdiction Code	Total T

4. Click on "Export" to get the list as a delimited (flat) file in a new Tab

Ξ	Sales Tax Rates
1	Home   Sales Tax Rates
в	usiness Location Rates
E	Inter a Colorado Account Number to retrieve business location rates.
F	Please enter the 7, 8, 11 or 12 digit account number to be verified. Do not include in L or M prefix, and remove any hyphens or spaces.
C	Colorado Account Number 999999999 × Export
•	Click on the Jurisdiction Code to display the taxes collected by the state for that location. Some acc lso collect County Lodging, Local Marketing District or Short Term Rental tax. See DR 1002 Sales/Us

5. Select All (Ctrl-A) and Copy (Ctrl-C) this delimited file then Paste (Ctrl-V) into the "**Setup**" worksheet in field A1 of the Spreadsheet Template.

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480294900001;BIG	CORPORATION; BIG	CORPORATION;1	INFINITE	LOOP;CUPERTINO;CA;800000;STATE;2.9;4;
480294900002;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION; FREDERICK; CO; 030046; STATE; 2.9; 4; CNTY; 0; 0; CITY; 3.5; 3.33;
480294900003;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION; DENVER; CO; 010006; STATE; 2.9; 4; CNTY; 0; 0; RTD; 1; 3.33; CD; 0.1; 3.33;
480294900004;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;BLANCA;CO;380001;STATE;2.9;4;CNTY;1;0;CITY;3;3.33;
480294900005;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;SILVER CLIFF;CO;520008;STATE;2.9;4;CNTY;2;3.33;CITY;2;3.33;
480294900006;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;WINDSOR;CO;060084;STATE;2.9;4;CNTY;0.8;2.22;
480294900007;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;MARBLE;CO;400042;STATE;2.9;4;CNTY;1;3.33;CITY;2;3.33;
480294900008;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;ARVADA;CO;110004;STATE;2.9;4;CNTY;0.5;3.33;RTD;1;3.33;CD;0.1;3.33;
480294900009;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;ELLICOTT;CO;040027;STATE;2.9;4;CNTY;1.23;0;RTA;1;0;
480294900010;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;HOTCHKISS;CO;180018;STATE;2.9;4;CNTY;2;3.33;CITY;2;3.33;
480294900011;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;AKRON;CO;270206;STATE;2.9;4;CNTY;1.5;3.33;
480294900012;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;LONGMONT;CO;030156;STATE;2.9;4;CNTY;0;0;RTD;1;3.33;
480294900013;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;ALLENSPARK;CO;070001;STATE;2.9;4;CNTY;0.985;0;RTD;1;3.33;CD;0.1;3.33;
480294900014;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;HALE;CO;190006;STATE;2.9;4;CNTY;0;0;
480294900015;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION; GRANBY; CO; 530206; STATE; 2.9; 4; CNTY; 1.3; 3.33;
480294900016;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;Coalmont;CO;590003;STATE;2.9;4;CNTY;4;3.33;
480294900017;BIG	CORPORATION; BIG	CORPORATION; NO	PHYSICAL	LOCATION;HOLLY;CO;170013;STATE;2.9;4;CNTY;1;3.33;CITY;3;3.33;

6. Use **Text to Columns** under the Data ribbon button to separate the file.

File	Ho	me	Insert	Page Layout	Formulas	Data	Review	View	Dev	eloper										
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		Get Ext	ternal Data		C	onnections		S	ort & Filt	ter		·	Data Tool	s			0	utline	Fa	

## Select "Delimited" for the file type.

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he Text Wizard has	determined that	t your data is Fix	ed Width.			
f this is correct, cho	ose Next, or ch	oose the data ty	pe that best describes	s your data.		
Original data type						
Choose the file typ	e that best des - Characters	cribes your data: such as commas	: or tabs separate each	field.		
Fixed width	- Fields are al	ligned in columns	with spaces between	each field.		
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7. Select "Semicolon" as the delimiter. Deselect Tab. Click Next> Text Import Wizard - Step 2 of 3

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Delimiters									
Tab									
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Space	Te	ext gualifier:		-					
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8. Choose data format "**Text**" for the first column and repeat changing the data format to "**Text**" for the column with the six-digit jurisdiction code.



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590003 STATE

170013 STATE

9. Go to the **Return Data** worksheet. Change the Format of Column A 'Location Acct #' to be Number with 0 Decimal Places.

2.9

2.9

4 CNTY

4 CNTY

4 3.33

3.33 CITY

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3 33

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480294900016 BIG CORPORATION BIG CORPORATION NO PHYSICAL LOCATION Coalmont

480294900017 BIG CORPORATION BIG CORPORATION NO PHYSICAL LOCATION HOLLY

10. Copy this formula into Return Data cell A3:

=INDEX(Setup!\$A\$1:\$A\$800,MATCH('Return Data'!B3,Setup!\$G\$1:Setup!\$G\$800,0))

11. Copy the formula down Column A. You can double click the bottom right corner of the selected cell A3 to speed up this process.

12. In the '**Return Data**' worksheet, Change the values of Column A from Formulas to Values: Select Cell A3 to the bottom value in Column A using Shift+Ctrl+↓. Then press Ctrl+C followed by ALT+E+S+V (Paste Special) then ENTER

to change the Formulas to Values.



13. The following Juris Codes need two sites if they are in your account.

There are two different rates for the same Juris Code. Be sure and match the site number to the correct Tax Types. The Juris Codes 100206 & 120206 will have one site with **RTD** & **CD** and one site with **CD** only. The Juris Code 110206 will have one site with **LID** and one site with no **LID**.

		110206	State		
		110206	Cnty		
100206	State	110206	RTD	120206	State
100206	Cnty	110206	CD	120206	Cnty
100206	CD	110206	State	120206	RTD
100206	State	110206	LID	120206	CD
100206	Cnty	110206	Cnty	120206	State
100206	RTD	110206	RTD	120206	Cnty
100206	CD	110206	CD	120206	CD

Please change the Location Account Numbers to match the correct Location Account Number from your Revenue Online site list.

- 14. Juris Codes 180042, 570019 and 570061 may have duplicate sites but the extra site will not need to be entered into the spreadsheet. You can put all sales on only one site for these Juris Codes.
- 15. Verify that all sites registered to your Revenue Online Account are in the spreadsheet
- 16. Delete Rows with #N/A.
- 17. Fill out the '**Header**' worksheet in the file including the 'Ack Email field'. Please do not use dashes in any of the fields and only 8 digits for the Colorado Account Number.
- 18. Save the file.
- 19. Upload instructions can be found in the Handbook on the Spreadsheet Filing page, <u>Sales Tax -- Spreadsheet Filing</u> <u>Department of Revenue Taxation</u>
- 20. If you have not been approved for spreadsheet filing previously, please submit your completed Spreadsheet to <u>dor locationfilers@state.co.us</u>