

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, [click here](#) 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.

The screenshot shows the Revenue Online homepage. At the top is a blue navigation bar with a menu icon and the text 'Revenue Online'. Below this is a light blue banner with a home icon and the word 'Home'. The main content area is divided into several sections:

- Quick Links (No Login Required):** Includes links for 'File a Return', 'Make a Payment', 'Where's My Refund / Rebate?', 'Respond to an Inquiry Letter', and 'Provide Validation Key'.
- Welcome to Revenue Online:** Features two buttons: 'File A Return (No Login Required)' and 'Check the Status of Your Refund (No Login Required)'. Below the buttons is a paragraph of text.
- Log In:** Contains input fields for 'Login ID' and 'Password', a 'Log In' button, and links for 'Forgot Your Login ID?', 'Forgot Your Password?', and 'Help'.
- Sign Up:** Includes a 'Create a Login ID' button and a link 'Why Create a Login ID?'.
- Attention Sales Tax Filers!:** A yellow box with text: '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.'
- Sales Tax Registration:** Two orange buttons: 'Retailers with NO physical presence in Colorado' and 'Retailers that have physical presence in Colorado'.
- Helpful Links (No Login Required):** A grid of links including 'How-to Videos', 'Free Sales Tax Classes', 'Subscribe for Email Updates by Tax Type', 'SEPTEMBER 2017: Deadline Extension for Natural Disasters', 'MAY 2017: Third Party Access Changes', 'Refund Status – Quick Answers', 'Use Tax Notification and Reporting', 'Taxpayer Security Awareness', 'Taxpayer Identity Verification', and 'Taxation Division Website'.
- Additional Services (No Login Required):** A grid of links including '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', 'Non-Collecting Retailer', 'Submit Power of Attorney Documents', 'View Disclosure of Average Taxes Paid', 'View GCF Reports', 'View Sales Rates and Taxes' (circled in red), 'Verify a License or Certificate', and 'View Delinquent Taxpayer Lists'.
- Returning to Revenue Online?:** A section for 'Returning Users' with text: '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.' and a 'Search for a Saved or Filed Return' button.

2. Click on **“View Business Location Rates”**

The screenshot shows the 'Sales Tax Rates' page. At the top is a blue header with a menu icon and the text 'Sales Tax Rates'. Below this is a light blue banner with a home icon and the breadcrumb trail 'Home > Sales Tax Rates'. The main content area is divided into two columns:

- Select A Sales Tax Option:** A list of four links: 'View Local Sales Tax Rates', 'View Business Location Rates' (circled in red), 'View Sales Tax Rate Charts', and 'Find Local Taxes by Address'.
- Descriptions:** Four paragraphs of text corresponding to the links: 'View sales tax rates by specific city or county.', 'View sales tax rates applicable to your specific business location(s).', 'View amount of tax calculated by purchase amounts from \$.01 through \$100.00.', and 'Search local sales tax rates by a specific address.'

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

Sales Tax Rates

Home > Sales Tax Rates

Business Location Rates

Enter a Colorado Account Number to retrieve business location rates.

Please enter the 7, 8, 11 or 12 digit account number to be verified. Do not include an L or M prefix, and remove any hyphens or spaces.

Colorado Account Number **Required**

Branch Name	Site (Branch) ID	Jurisdiction Code	Total T
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- Click on “**Export**” to get the list as a delimited (flat) file in a new Tab

Sales Tax Rates

Home > Sales Tax Rates

Business Location Rates

Enter a Colorado Account Number to retrieve business location rates.

Please enter the 7, 8, 11 or 12 digit account number to be verified. Do not include an L or M prefix, and remove any hyphens or spaces.

Colorado Account Number

* Click on the Jurisdiction Code to display the taxes collected by the state for that location. Some acc also collect County Lodging, Local Marketing District or Short Term Rental tax. See DR 1002 Sales/Us

- 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;060004;STATE;2.9;4;CNTY;0.8;2.22;
480294900007;BIG CORPORATION;BIG CORPORATION;NO PHYSICAL LOCATION;HARLE;CO;480042;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;
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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;

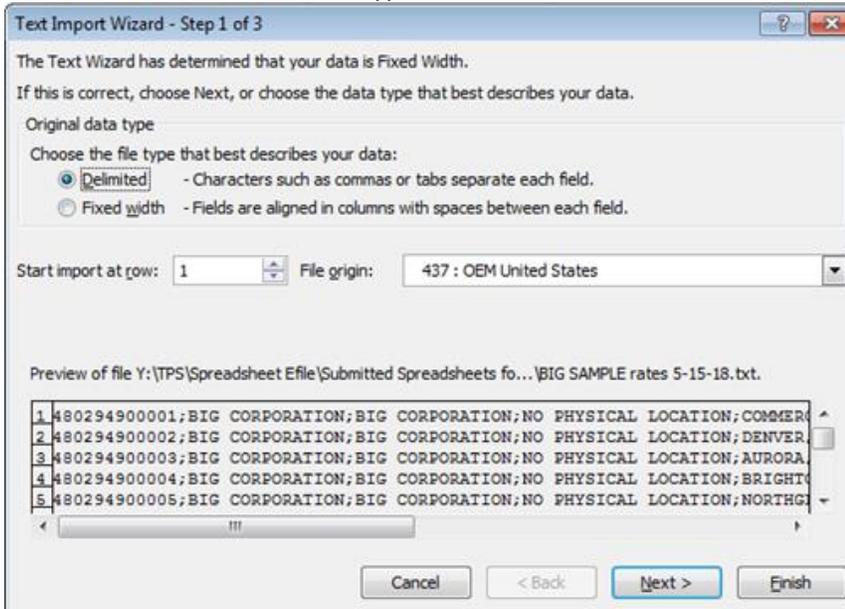
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- Use **Text to Columns** under the Data ribbon button to separate the file.

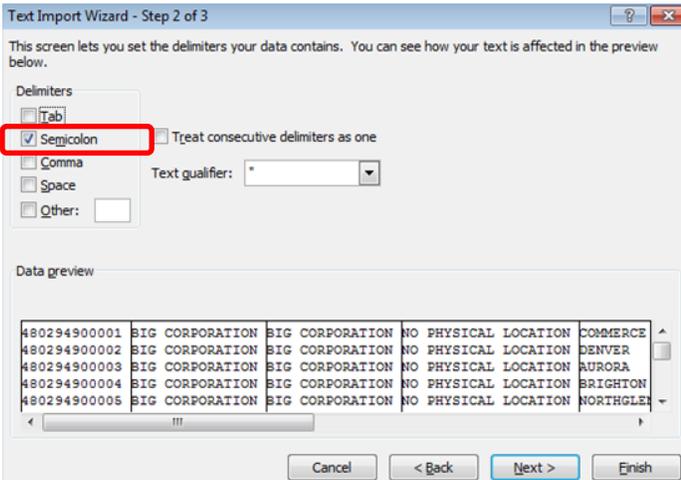
File Home Insert Page Layout Formulas Data Review View Developer

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Properties Edit Links Sort & Filter Filter Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail Outline

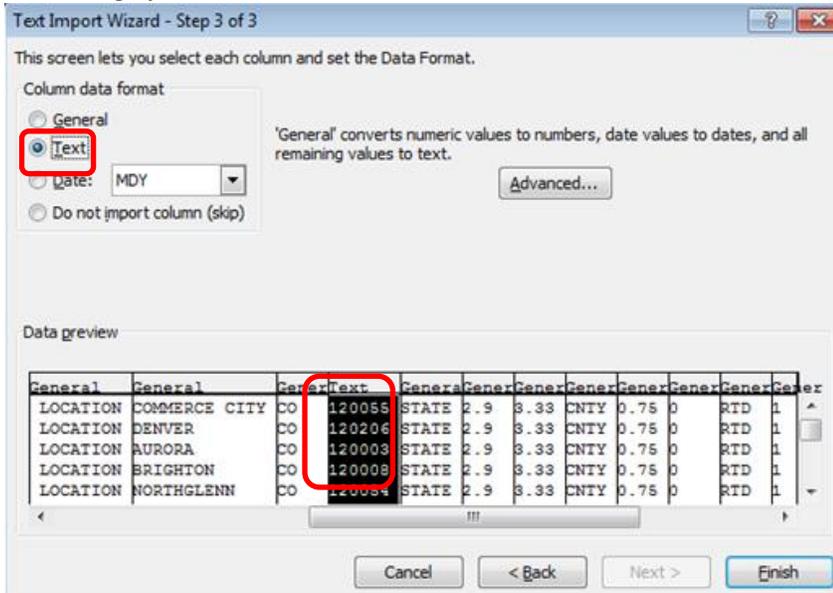
Select **“Delimited”** for the file type.



7. Select **“Semicolon”** as the delimiter. Deselect Tab. Click **Next>**



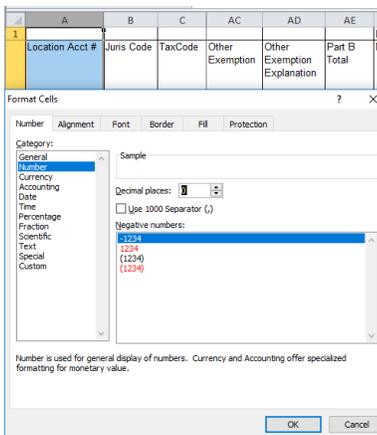
- Choose data format "Text" for the first column and repeat changing the data format to "Text" for the column with the six-digit jurisdiction code.



Setup Worksheet:

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	ELICOTT	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				

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

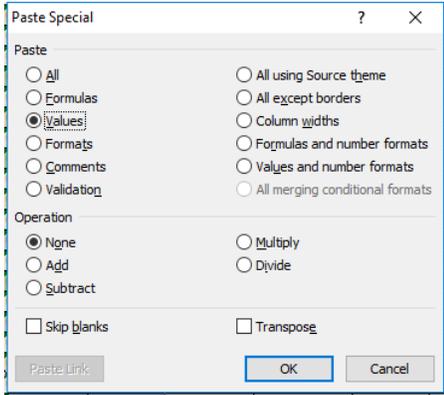


- Copy this formula into **Return Data** cell A3:

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

- 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, [Sales Tax -- Spreadsheet Filing | Department of Revenue - Taxation](#)
20. If you have not been approved for spreadsheet filing previously, please submit your completed Spreadsheet to dor_locationfilers@state.co.us