

Utilizing and Obtaining a Colorado Account Number for EZ Certification

Taxpayers who make monetary or in-kind contributions to eligible organizations and projects, and who wish to claim a credit on their income tax return, must receive form DR 0075 (Certification of Qualified Enterprise Zone Contribution) from the project organization or local Enterprise Zone administrator.

This form requires a taxpayer identification number, which can be the taxpayer's Social Security number (SSN) or their Colorado Account Number (CAN). If the taxpayer does not readily know their CAN, there are a few methods that can be followed to obtain it.

1. **Register to use Revenue Online:** the Department recommends Revenue Online for all taxpayers. Access to this site grants the ability to monitor account activity, file returns, and make any necessary tax payments. The registration process can be completed in about 5 minutes.
 - a. Access Colorado.gov/RevenueOnline
 - b. Click Sign Up (Individual or Business)

The screenshot displays the Revenue Online website interface. The header includes the 'Revenue ONLINE' logo and a background image of the Colorado State Capitol and mountains. The main content area is divided into several sections:

- Menu:** Home, Back, Help.
- COS:** Toggle Log, RunDate: 06/02/2014, Last Request: 1083ms.
- FOR INDIVIDUALS:** File a Return, Submit an e-Filed Attachment, Make a Payment, Where's My Refund, Respond to Inquiry Letter, Add Power of Attorney, Request a Letter ID, File a Protest.
- FOR BUSINESSES:** File a Return, Submit an e-Filed Attachment, Make a Payment, Add Power of Attorney, Request a Letter ID, File a Protest.
- LOG IN FOR COMPLETE ACCESS:** Login ID (Forgot Login ID?), Password (Forgot Password?), Login button.
- SIGN UP FOR REVENUE ONLINE:** Sign Up (Individual or Business) (highlighted with a red circle and an arrow), Sign Up (Business), What are the benefits of signing up?
- OTHER SERVICES:** Request Withholding Submitter Access, Submit a Withholding File Attachment, Submit a Manual Withholding File, View Disclosure of Average Taxes Paid, View Tax Adjustments, Gross Conservation Easement Reports, Verify a Sales Tax License, View Local Sales Tax Rates, View Business Location Rates, Find Local Taxes by Address, View Sales Tax Rate Charts.
- RETURNING TO REVENUE ONLINE?:** Retrieve a Saved Return button.

FORM FIELD COLOR GUIDE: REQUIRED (yellow), OPTIONAL (green), CALCULATED (grey), NEEDS CORRECTION (red)

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- c. Review the purpose and eligibility requirements before continuing to the registration form. The following information must be available to the taxpayer to complete the registration:
- i. Taxpayer name
 - ii. SSN, ITIN or Federal Employer Identification number (FEIN)
 - iii. Current mailing address
 - iv. Most recently filed income tax return or a Letter ID (see item 3 below)

Revenue ONLINE

Menu
Home
Back
Help

COS Toggle Log
RunDate: 06/02/2014
Last Request: 73ms

Colorado Department of Revenue - Taxpayer Registration

PURPOSE

- This service is used to create a login to access your account.
- Once a login is created, you will be able to amend a return, change your address, or file a protest. You will also be able to view your account balances, payments, letters, and returns*.
- By registering for Revenue Online you acknowledge that you may periodically receive general tax filing information emails from the Department of Revenue.

* Please be advised this will be the most recent version of the return, which may include changes made by the department.

ELIGIBILITY

- You must be registered with the Colorado Department of Revenue (typically by filing a tax return or submitting form CR 0100).
- If you are new to Colorado and have just submitted a return on Revenue Online, please wait until the next business day before using this service.
- A valid email address

INFORMATION NEEDED TO CONTINUE

- Taxpayer name
- ID number (SSN, ITIN, FEIN, CAN)
- Mailing address
- Information from most recent return filed; or
- Recent Letter ID

Continue

Cancel

- d. Complete each step as prompted:
- i. Account Type: the typical return filed by the taxpayer
 - ii. ID Type: SSN, ITIN, FEIN
 - iii. Email and Phone

The screenshot shows the 'Taxpayer Information' registration form on the Revenue ONLINE website. The form includes the following fields:

- Account Type: Individual Income Tax
- Select ID Type: Social Security Number
- SSN: [Redacted]
- Email Address: [Redacted]
- Confirm Email Address: [Redacted]
- Contact Phone: [Redacted]
- Alternate Phone: [Redacted]

An attention note at the bottom of the form reads: "Attention: If you are registering using a Letter ID requested through Revenue Online, select 'Other' in the Account Type box to add all of your available accounts." The form has 'OK' and 'Cancel' buttons at the bottom.

- iv. Create log in ID and password

The screenshot shows the 'Login Information' registration form on the Revenue ONLINE website. The form includes the following fields:

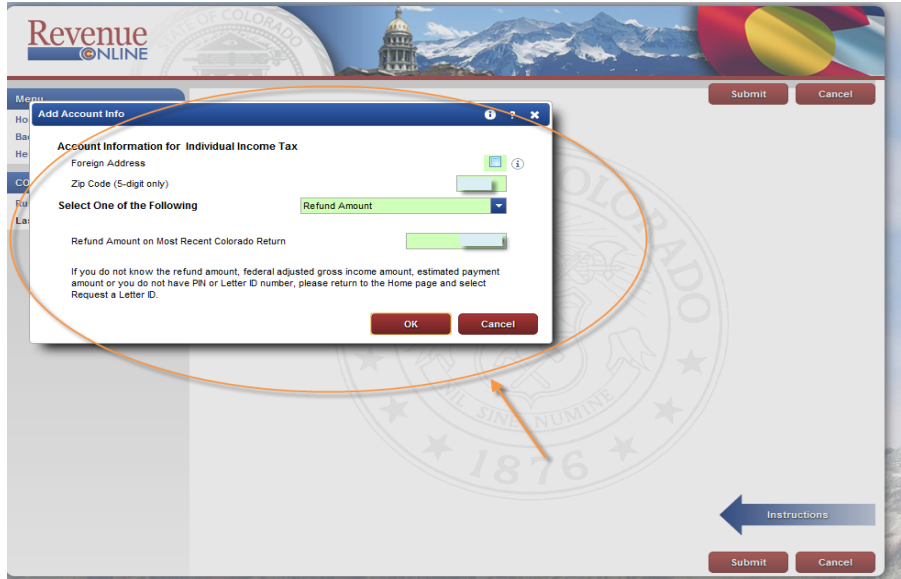
- Use Email As Login ID:
- Login ID: [Redacted]
- Password (case sensitive): [Redacted]
- Confirm Password: [Redacted]
- Secret Question: In which city were you born?
- Answer: [Redacted]
- Confirm Answer: [Redacted]

A 'HOT TIP!' box titled 'New Account Access' provides the following information:

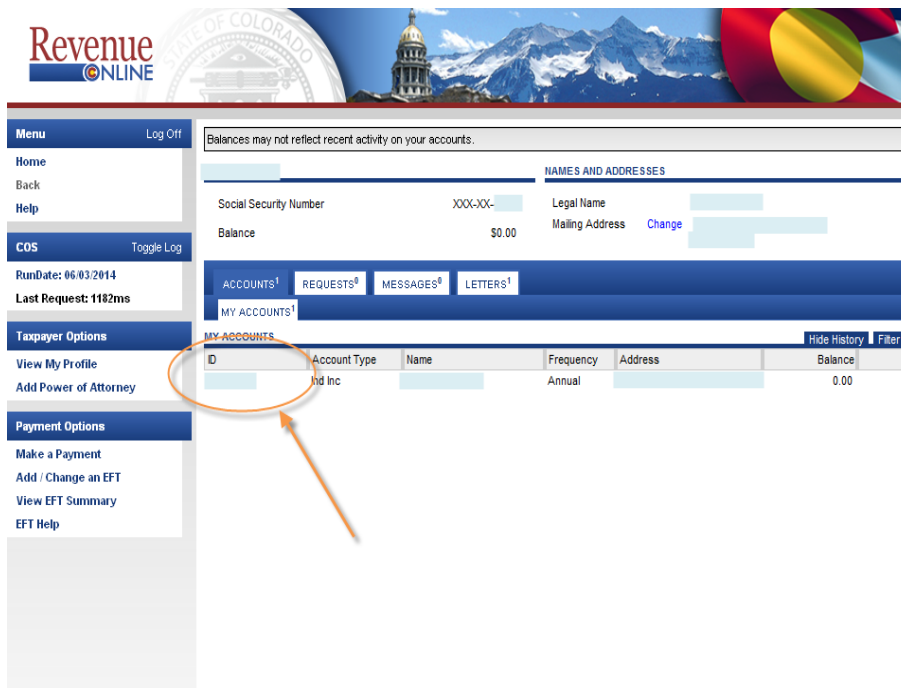
- An email will be sent containing the Authorization Code to be used the first time someone logs into the account.
- Once you set up a Secret Question and Answer for the other user, you should tell the person what you set up. He or she may log in and change the Secret Question and Answer to be something they can remember.

The form has 'OK' and 'Cancel' buttons at the bottom.

- v. Enter an amount from the last return filed or a Letter ID
 - 1. last estimated tax payment remitted
 - 2. federal adjusted gross income
 - 3. refund




- e. Keep the confirmation number in a safe place and look for the email with the authorization code to complete the registration process. Access will not be permitted without the authorization code.
- f. Return to the home page and enter Login ID and password where prompted.
- g. Enter the authorization code to gain access to the account.
- h. Note the CAN.



2. **Request a Letter ID:** for taxpayers who have not received correspondence from the Department, do not yet have enough information to complete the Revenue Online registration process or for those who do not wish or are ineligible to register for Revenue Online. As shown below, the letter contains the CAN and further instructions on how to register for Revenue Online using the Letter number. Request this letter by selecting Request a Letter ID on the Revenue Online main page.

STATE OF COLORADO

Colorado Department of Revenue
1375 Sherman St
Denver, CO 80261-0004



May 09, 2014

Account: [REDACTED]
Letter: [REDACTED]
Source: N05 - C3

Account Access Request

Thank you for your interest in using the Department of Revenue services to access tax account information. **Sign Up takes just a few minutes.** All the information you need is in this letter; have it with you before you begin. Follow these easy steps:

- Go to www.Colorado.gov/RevenueOnline
- Click on the **Sign Up (Individual or Business)** link on the right

There are three steps to the Sign Up process:

- Click on: **Enter Taxpayer Information**. Click on the down arrow in the Account Type list and select **Other**. Complete the rest of the screen.
- Next click on: **Enter Login Information** and complete the screen (this is information YOU get to create for the account).
- Next click on: **Enter Account Information** and complete the screen. (Read the HOT TIPS! if you have difficulty completing the screens.)

Your Letter ID is: [REDACTED]

Then, click the **Submit** button. You will see a confirmation page on your screen.

3. **Correspondence sent by the Department:** taxpayers who recently received a letter or bill have the CAN listed therein. Additionally, companies who make sales can locate the number on their sales tax license.

STATEMENT OF ACCOUNT

Colorado Department of Revenue
Denver Colorado 80261-0004
303-238-7378
www.Colorado.gov/RevenueOnline

Account: [REDACTED]
Letter: [REDACTED]

May 21, 2014

MINIMUM OWED UPON RECEIPT

Balance:

Minimum Owed:

This Statement of Account displays your current standing with the Colorado Department of Revenue for taxes and other programs we administer. Please examine any enclosures carefully for important additional information about your accounts. In addition, we have the following important messages for you:

PAY ONLINE: For many taxes, payments can be made online. Visit www.Colorado.gov/RevenueOnline to make a payment by e-check or credit card.

IF YOU HAVE ALREADY PAID: Submit, to the address above, a legible front and back copy of the canceled check, a copy of your original return (if applicable), and a copy of this statement. If you paid electronically, submit your payment confirmation number or copy of your financial institution statement showing the payment with the tax return copy and this statement.

TO REQUEST A PAYMENT PLAN: Visit www.Colorado.gov/RevenueOnline to apply. Please note that penalties and interest will continue to accrue on the balance owed even if your payment plan is approved.

Period	Tax	Penalty	Interest	Other	Credit	Balance
Individual Income Tax Account (IND)						
Dec 31, 2010	2,220.00	328.00	205.00	0.00	0.00	\$2,753.00
Dec 31, 2011	1,729.00	11.00	7.00	0.00	(1,686.00)	\$61.00
Dec 31, 2012	1,882.00	61.00	36.00	0.00	(1,354.00)	\$625.00
<i>Subtotal</i>						\$3,439.00

Provide the organization to which you are contributing, your SSN or CAN along with other requested identifying and donation information, so that the organization can complete and certify form DR 0075 for you to claim the Enterprise Zone Contribution income tax credit.