



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

Before we get started, please ensure you have all of your sites set up on your sales tax account. If you do not have your sites set up, [click here](#) for information about adding sites.

Open the Spreadsheet Template for the six month period you are preparing. You have to populate Column A and the Header worksheet in order for the spreadsheet to be acceptable for filing sales tax for your business. **Note: Your spreadsheet must be reviewed and accepted prior to use.**

This filing procedure is designed to work with all web browsers and versions of Excel. Start with retrieving the list of all of your open sites using [Revenue Online](#).

1. From the home page of Revenue Online, scroll down to the bottom. Under **“Additional Services (No Login Required),”** click on **“View Sales Rates and Taxes.”** Note: You are not required to log into Revenue Online to complete this process.



- Under “**Select A Sales Tax Option,**” click on “**View Business Location Rates.**”

Sales Tax Rates

Home > Sales Tax Rates

Select A Sales Tax Option

- View Local Sales Tax Rates** View sales tax rates by specific city or county.
- View Business Location Rates** View sales tax rates applicable to your specific business location(s).
- View Sales Tax Rate Charts View amount of tax calculated by purchase amounts from \$.01 through \$100.00.
- Find Local Taxes by Address Search local sales tax rates by a specific address.

- Under “**Business Location Rates,**” enter your eight-digit Colorado Account Number (CAN) and hit “**Enter.**”

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 Tax |
|-------------|------------------|-------------------|-----------|
|-------------|------------------|-------------------|-----------|

- Click on “**Export.**” The list will appear as a delimited (flat) file and will open 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 accounts also collect County Lodging, Local Marketing District or Short Term Rental tax. See DR 1002 Sales/Us



- On the new tab with the exported data, Select **All** (Ctrl+A) then **Copy** (Ctrl+C).

```
480294900001;BIG CORPORATION;BIG CORPORATION;1 INFINITE LOOP;CUPERTINO;CA;80000;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;
```

- Download and open the spreadsheet template that corresponds to the timeframe for which you need to file a return. All available spreadsheet templates are available for download on our website at:

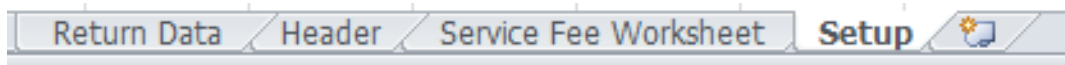
<https://www.colorado.gov/pacific/tax/sales-tax-spreadsheet-filing>

- Once the file opens in Excel, click **“Enable Editing.”**

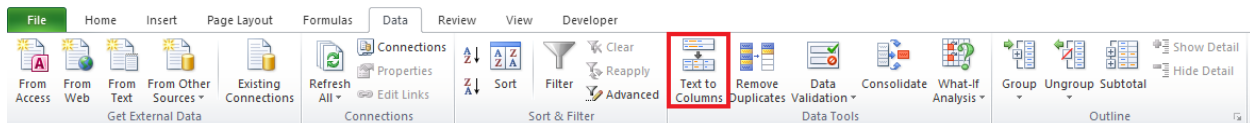
- Click on **“File”** then select **“Save As”**; select a file destination for the spreadsheet and name your spreadsheet using the following format: CompanyNameFilingPeriod.xlsx

- Example 1: BigCompanyMarch2020.xlsx
- Example 2: MomAndPopShop1stQuarter2020.xlsx

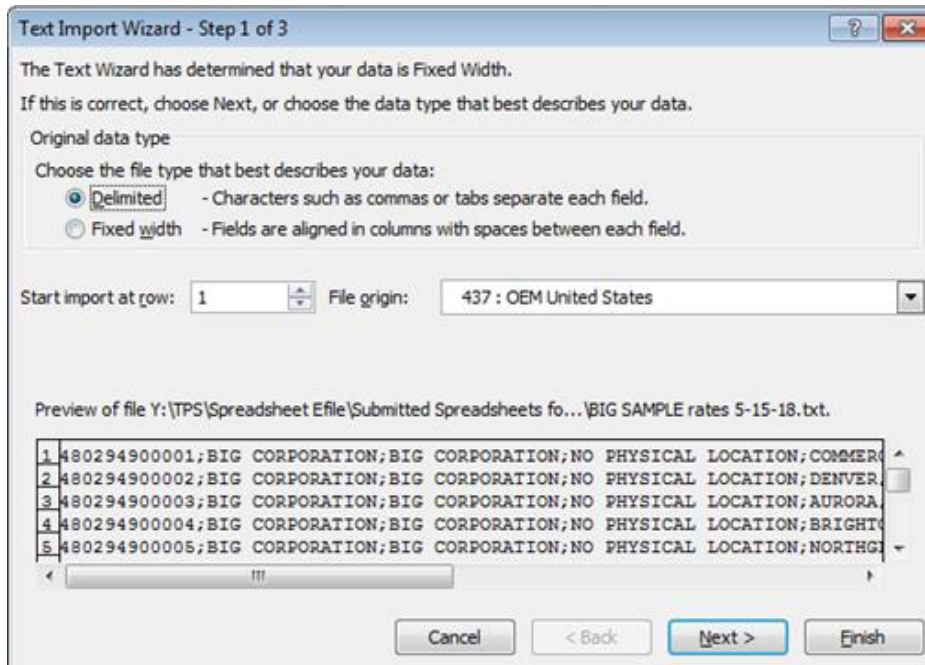
- In the Excel spreadsheet template, click the **“Setup”** tab located at the bottom left corner of the screen. It will be highlighted in White when selected. **Paste** (Ctrl+V) the previously copied data from the export file into field A1 of the Excel **“Setup”** worksheet.



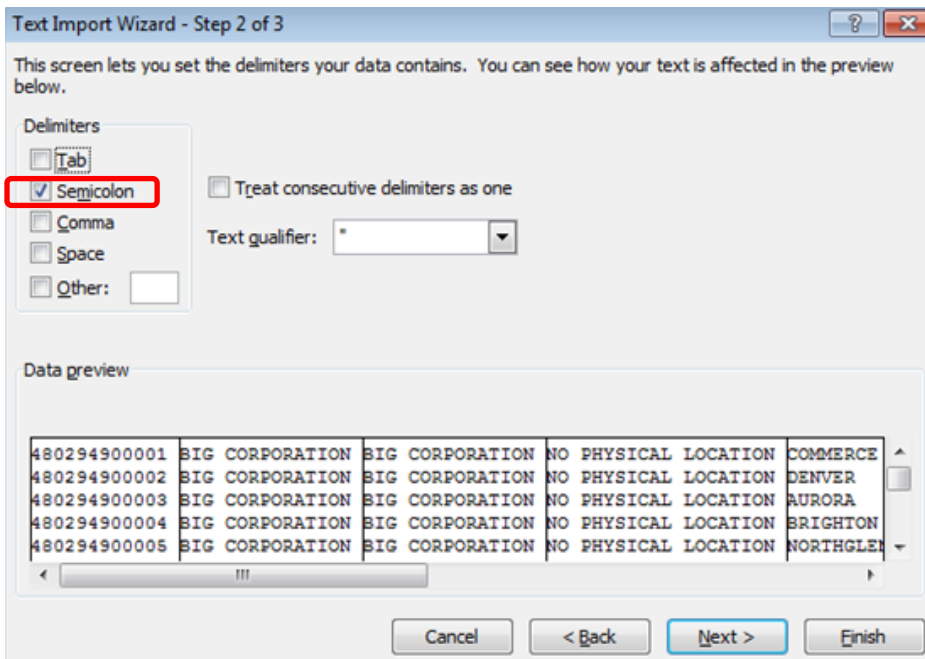
- From the **“Setup”** worksheet, select the **“Data”** tab from the home ribbon located at the top of the screen. Then select **“Text to Columns.”**



- In the **“Convert Text to Columns Wizard (step 1 of 3)”** box, select **“Delimited”** for the file type and click **“Next.”** (Image on next page)

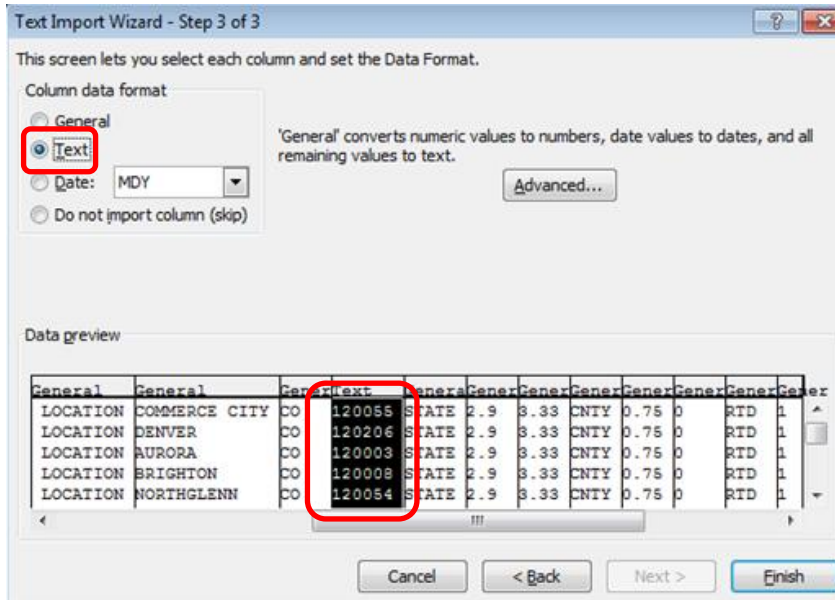


11. In the **“Convert Text to Columns Wizard (step 2 of 3)”** box, deselect **“Tab”** and select **“Semicolon”** as the delimiter. Then click **“Next.”**





12. In the **“Convert Text to Columns Wizard (step 3 of 3)”** box, select **“Text”** under **“Column Data Format”**. Then, under data preview, click the column heading containing the six digit jurisdiction code. **Note:** you may need to scroll to the right to locate the appropriate column. After selecting the column, change the data format from **“General”** to **“Text”**. Click **“Finish.”**

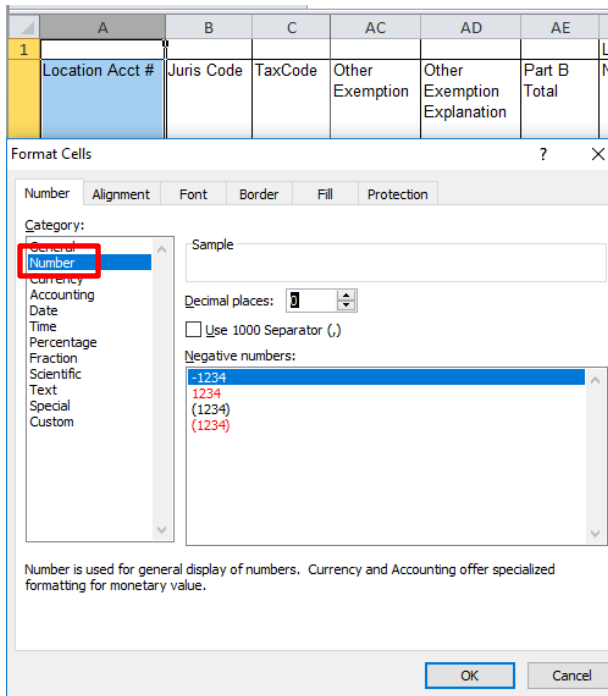


Setup Worksheet:

| | | | | | | | | | | | | | | | | | | | |
|--------------|-----------------|-----------------|----------------------|--------------|----|--------|-------|-----|---|------|-------|------|------|-----|------|----|-----|------|--|
| 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 | ELLCOTT | 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 | | | | |

13. Select the **“Return Data”** worksheet tab in Excel, located in the bottom left corner of the screen. It will turn White when selected.

Right-click on the column A header, **“A”**, located at the top left of the screen. Select **“Format Cells.”** Select **“Number”** under the **“Category”** options. Change the number in the **“Decimal Places”** box to **“0.”** Click **“OK.”** (Image on next page)



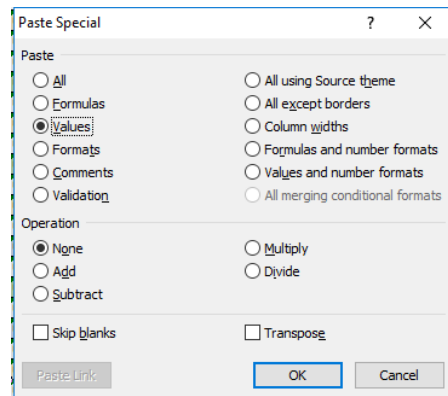
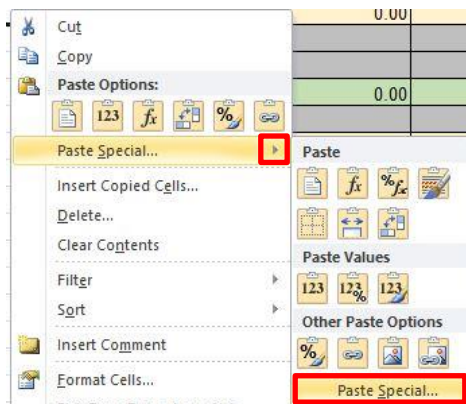
14. Copy this formula into cell A3 in the **Return Data** worksheet:

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

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

16. In the **Return Data** worksheet, select Cell A3 to the bottom value in Column A using Shift+Ctrl+↓. Next, press Ctrl+C followed by ALT+E+S+V (Paste Special). **Note:** For Paste Special you can also right click, click the arrow to the right of Paste Special, and click 'Paste Special...' at the very bottom of the expanded menu.

- Select **“Values”** in the paste menu section, then click **“OK”** to close the Paste Special box.





17. Review all of the sites listed. **Note:** The spreadsheets list all juris codes in numerical order by default.

- The following Juris Codes need two sites if they are in your account: 100206, 110206, and 120206. 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.

- The following information is for non-physical sites – all physical location jurisdictions must be listed separately in order to meet physical location filing requirements.
 - Juris Code 180042 has four cities – these can be combined onto one site
 - Juris Code 570019 has two cities – if these are to be combined, use Snowmass Village
 - Juris Code 570061 has two cities which can be combined onto one site
 There will be only one of each Juris Code on the Spreadsheet Template. You can put all sales on only one site for these Juris Codes. If you want all the sites for these Juris Codes, simply copy the rows associated with the Juris Codes and paste them at the bottom of the spreadsheet adding the 12-digit Account Number/Site Number in Column A.

- Verify that all sites registered to your Revenue Online Account are in the spreadsheet.

NOTE: for Juris Codes ending in 0207: There are no unincorporated Juris Codes ending in 0207 in the template. This code is only for public utilities and telecommunication accounts. You will need to add non-physical sites through your Revenue Online account to replace the 0207 sites. Depending on the county, the options for unincorporated can be 0206, 0208 or 0209. Refer to Form DR 0800 for Location/Jurisdiction Codes.

Non-Physical Site set up Instructions for Revenue Online

Log into Revenue Online

Go into **Sales Tax Account** - click the word **sales tax** under the accounts list.

Go to **"I Want To"** in upper right-hand corner

Click on **"Add Non-Physical Location"**

Enter **"First date of Sales"** for the Jurisdiction

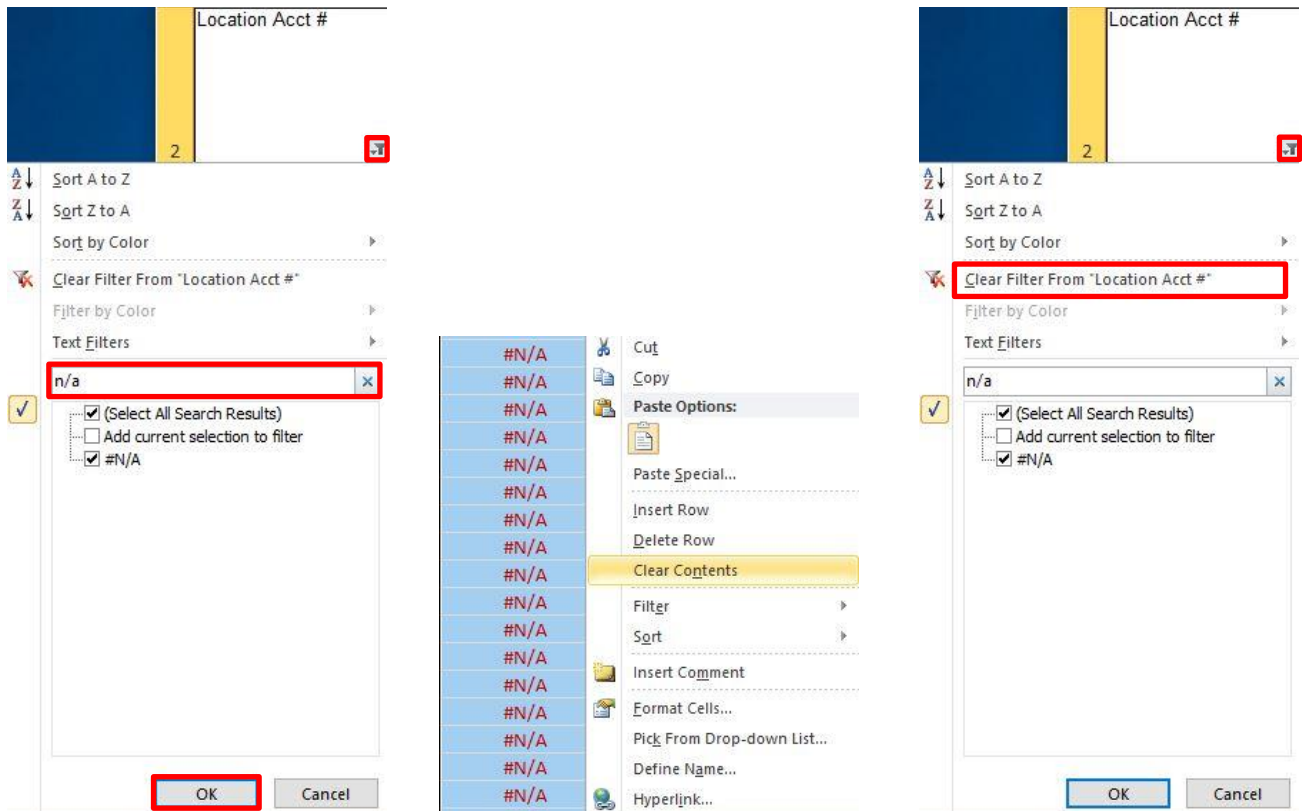
Select All Shown or Check mark the sites you want

Click **Next** Click **Select to Acknowledge** box Click **Submit**

For physical sites with Juris Codes ending in 0207, you will need to email the multi-locations email box to request the site be change to the appropriate unincorporated Juris Code. That email address is listed here: dor_multilocations@state.co.us



18. Clear contents in Column A for all values of #N/A. **Note: Column A can be easily filtered to show only values equal to #N/A to make this easier.** Left click on the down-arrow in the lower right corner of cell A2, type “N/A” into the Search box, then click “OK.” Click on the first cell below A2, select all cells with the value #N/A by using the keyboard shortcut, Shift+Ctrl+↓. Once all cells are selected **Right Click**, then select, “Clear Contents.” Once all of the contents are cleared for #N/A values, clear the filter from Column A by clicking on the down arrow box in the lower right corner of cell A2 and selecting “Clear Filter From ‘Location Acct #’.”



19. Click the ‘Header’ worksheet tab, and fill out all data fields 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.
20. Save the file. Ctrl + S, by clicking the floppy disk icon, or by clicking ‘File’ and selecting ‘Save’ from the drop-down menu.
21. Upload instructions can be found in the Handbook on the Spreadsheet Filing page, [Sales Tax -- Spreadsheet Filing | Department of Revenue - Taxation](#)
22. If you have not been approved for spreadsheet filing previously, please submit your completed Spreadsheet to dor_locationfilers@state.co.us