STATE   RTD/CD
COLORADO

Must collect taxes for:

SALES TAX
LICENSE

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION					ISSUE DATE			LICENSE VALID TO DECEMBER 31
	county	city	industry	type	liability date	month	day	year	
01825182-0001	01-0006-001		G	060108		Dec	28	15	2017

THIS LICENSE MUST BE POSTED AT THE FOLLOWING LOCATION
IN A CONSPICUOUS PLACE: 1380 LAWRENCE ST DENVER CO 80204-2029

THIS LICENSE IS NOT TRANSFERABLE

REGENTS OF THE UNIVERSITY OF COLOR
ATTN: WEI WAN
PO BOX 173364 CAMPUS BOX 129
DENVER CO 80217-3364

Barbara J Brohl

Executive Director
Department of Revenue

▲ Detach Here ▲

Letter Id: L0619634720

Important Verification Process

If you are new to Colorado sales tax visit: *www.Colorado.gov/revenue/salestaxbasics*

VERIFY that all information on your sales tax license is correct. Modify and update any errors you identify on the Internet through Revenue Online. **Access your tax account, file returns, submit payments, verify sales tax licenses and view sales tax rates through Revenue Online** at *www.Colorado.gov/RevenueOnline*

All the information you need to register is on this document; have it with you before you begin. Follow these easy steps.

1. Go to **www.Colorado.gov/RevenueOnline**

2. Click on the **Sign Up (Individual or Business)** link on the right.

3. Click on **Continue**.

Now click on: **Enter Taxpayer Information**. Click on the down arrow in the Account Type list and select Other. Use the first 8-digits of the account number shown on your license. 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.

Your Letter ID is: L0619634720

Then click the **Submit** button. You will see a confirmation page on your screen. You should receive a confirmation email from the Colorado Department of Revenue. If you do not, check your Junk email folder. Once you have your Authorization Code return to Revenue Online via the link in your email. Enter the Login ID and Password you created.

1. Click on the **Login** button.

2. Enter the Authorization Code from your email (first time only).

3. Click Login. You should then be in your account. NOTE: If you have additional tax types registered under the same Account Number, such as withholding, you will be able to view those tax types through the account. You do not need to create separate Login IDs and Passwords for each tax in your account.

Filing Returns

To file a return, go to Revenue Online (*www.Colorado.gov/RevenueOnline*). You must file a return for each reporting period. If you have no tax to report, file a "**zero**" return. Tax reporting and payment are your responsibility. To avoid late penalties and interest, file online on or before the due date. If you discontinue sales, you may close your business location through Revenue Online.

Learn more and avoid unnecessary errors by attending our **free sales tax classes!** Sign up at *www.TaxSeminars.state.co.us*