

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	
00113395-0001	01	0006	001	G	060114	Dec	02	15	2017

THIS LICENSE MUST BE POSTED AT THE FOLLOWING LOCATION
IN A CONSPICUOUS PLACE: 1600 W 12TH AVE DENVER CO 80204-3412

**THIS LICENSE IS NOT
TRANSFERABLE**



DENVER BOARD OF WATER COMMISSIONERS
ATTN: JOHN PLONSKY
1600 W 12TH AVE
DENVER CO 80204-3412

Executive Director
Department of Revenue

▲ DETACH HERE ▲

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. You may also 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  button.

3. Click on the **Sign Up** link beneath the red LOGIN oval on the right.

Now click on: **Enter Taxpayer Information**. Click on the down arrow in the Account Type list and select [pstrAccountType]. 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. (Read the HOT TIPS! if you have difficulty completing the screens.)

Your Letter ID is: L1299963840

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

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. Filing online decreases your chances of error. If you cannot file online, blank tax forms may be obtained at www.TaxColorado.com under Tax Forms. To avoid late penalties and interest, paper returns must be POSTMARKED 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