

# ***FYI – For Your Information***

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## ***Colorado Department of Revenue Tax Due Dates***

### **GENERAL INFORMATION**

This FYI is a list of due dates for taxes paid to the Colorado Department of Revenue. Due dates are outlined by tax types; tax types appear in alphabetical order. If a tax due date falls on a weekend or holiday, the due date becomes the next business day.

Each reference to due dates includes the number of the form used to file the tax.

### **BUSINESS TAXES**

#### ***Gaming***

Taxes paid to the state by gaming casinos are due on the 15th day of the following month. Colorado casinos are required to file their gaming taxes by Electronic Data Interchange (EDI). For more information about EDI, call the Division of Gaming, (303) 205-1304.

#### ***Sales and Use***

**Consumer Use Tax:** If total tax is less than \$300 during a calendar year, due Jan. 20 following year-end. Whenever tax due is \$300 or more, the tax is due the 20th of the following month. Use "Consumer Use Tax Return" (DR 0252).

**County Lodging Tax:** Due the 25th day of the month following end of quarter. Use "County Lodging Tax Return" (DR 1485).

**Retail Sales Tax:** Due the 20th day of the month following end of the taxpayer's filing period. Annual return is due Jan. 20; quarterly return is due April 20, July 20, Oct. 20 and Jan. 20; monthly return is due the 20th day of the following month, e.g., January taxes are due Feb. 20. Due dates vary for taxpayers with filing periods based on a fiscal accounting period other than a calendar month. Contact the Business Tax Accounting Section, (303) 866-3804, to receive permission to file using such periods. Use "Colorado Retail Sales Tax Combined Return" (DR 0100).

**Retailer's Use Tax:** Due the 20th day of the month following end of the taxpayer's filing period (annual, quarterly, monthly, or a specialized month). Use "Retailers Use Tax Return" (DR 0173)

**Sales of a Business:** Retailers who have sales tax collections on hand when they sell a business must remit those sales tax collections within 10 days after the date of sale of the business. Use the next regular return from the coupon booklet or a "Colorado Retail Sales Tax Combined Return" (DR 0100-A). A receipt for the tax paid can be obtained by bringing the remittance to any Colorado Taxpayer Service Center (Denver, Colorado Springs, Fort Collins, Grand Junction or Pueblo). Any buyer of a business should withhold an amount of the sale price until the seller of the business has verified that all sales



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Sales Tax: (303) 232-2416  
Withholding Tax: (303) 232-2416  
Income Tax: (303) 232-2446  
Severance Tax: (303) 232-2446  
Fuel Tax: (303) 205-5967

tax collections shown on the bookkeeping records of the business have been remitted. Proper verification is the receipt from the department. If desired, the buyer may make the remittance and provide verification to the seller. The seller remains liable for the tax, and the lien for the tax attaches to any assets the buyer acquires from the previous owner. Such lien is superior to all other liens and the acquired assets may be sold to pay the tax liability of the previous owner. (Please note that sellers who take a mortgage on the assets they sell to a new operator of the business are at risk of losing those assets if the new operator defaults on his subsequent sales tax remittances. The department's tax lien is superior to the form owner's mortgage lien.)

A buyer of business assets is also liable for **sales tax** on any tangible personal property acquired in the business purchase transaction. The buyer must file and pay the sales tax within 20 days after the close of his first business accounting period. Any tax liability greater than \$300 must be remitted on this monthly basis. Any assets purchased sales tax free from other sources may also be subject to consumer use tax (see above).

**Sales Tax on Aviation Jet Fuel:** Information report due the 20th of the following month. Use "Aviation Fuel Sales Tax Report" (DR 1510).

**Short Term Rental Tax:** Due the 20th day of the month following the end of the taxpayer's filing period (annual, quarterly, monthly). Use "County Short Term Rental Tax Return" (DR 1480).

**Small Home Business:** Those businesses not required to obtain a sales tax license file annually by April 15. Use "Colorado Retail Sales Tax Combined Return" (DR 0100A).

**Special Event Retail Sales Tax:** Due the 20th day of the month following the month the special event **began**. Use "Retail Sales Tax Special Event Return" (DR 0098).

### ***ESTATE TAX***

Return and payment due nine months after date of death. Same as the federal

filing requirement. Colorado will honor approved federal extensions of time to file and/or pay. Use "Colorado Estate Tax Return" (DR 1210).

### ***EXCISE TAXES***

#### ***Cigarettes***

Cigarette taxes are due the 10th day of the month following the month of sales. Use "Cigarette Tax Return" (DR 0221).

#### ***Liquor***

All liquor excise taxes, grape tax, vinous surcharge and the winery surcharge are due the 20th of the month following the month of sales. Use "Monthly Report of Excise Tax for Alcohol Beverages" (DR 0442).

#### ***Tobacco***

Taxes on tobacco products are due the 20th of the month following the end of the calendar quarter. Use "Tobacco Products Tax Return" (DR 0229).

### ***FUEL TAXES***

#### **Aviation Gasoline and/or Jet Fuel**

**Taxes:** Due the 25th day of the following month. Use "Distributor's or Refiner's Monthly Report of Aviation Fuel Taxes" (DR 0120) and support schedules DR 7055 and DR 7056.

#### **Environmental Response Surcharge:**

Due the 25th day of the following month. Use "Monthly Report of Environmental Response Surcharge" (DR 0129).

#### **Gasoline and/or Special Fuel Dis-**

**tributor Taxes:** Due the 25th of the following month. Use Distributor's or Refiner's Monthly Report of Fuel Taxes" (DR 7057) and support schedules (DR 7055 and DR 7056).

#### **International Fuel Tax Agreement**

**(IFTA):** Due the last day of the month following end of the quarter. Use "International Fuel Tax Agreement Report" (DR 0122).

**Passenger Mile Tax:** Due the last day of the month following end of the quarter. Use "Passenger Mile and Special Fuel User Tax Return" (DR 0133).

## ***INCOME TAXES***

### **Income Tax payment and/or return:**

Three and one-half months after the close of the tax year (April 15 for calendar year taxpayers).

Individuals — Use “Colorado Individual Income Tax Return - Form” (104).

“C” Corporations — Use “Colorado Corporation Income Tax Return” (112).

Fiduciaries (trusts or estates) — Due the 15th day of the fourth month following the close of the taxable year. The taxable year must be the same as the year used for federal tax purposes. Use “Colorado Fiduciary Income Tax Return” (105).

Limited Liability Companies — Use Partnership Return (106) or Corporation Return (112) as appropriate.

S Corps, Partnerships, — Use “Partnership or “S” Corporation Return of Income” (DR 106).

### **Extension of time to file return:**

Individuals, estates, trusts and corporations have an automatic six-month extension of time to file their Colorado income tax return. However, to avoid late payment penalties, 90 percent of the tax liability must be paid on or before the original due date of the return and the balance when the return is filed by Oct.15. If the taxpayer needs to make a payment to meet the 90 percent prepayment requirement, the payment must be submitted with Form DR 158I (individuals), Form DR 158F (estates or trusts), or Form DR 158C (corporations or composite returns).

### **Estimated Tax payments:**

For individuals

First Quarter: April 15

Second Quarter : June 15

Third Quarter: Sept. 15

Fourth Quarter: Jan. 15

Use “Estimated Income Tax Payment Voucher” (DR 104-EP)

For corporations

15th day of fourth month of taxable year

15th day of sixth month of taxable year

15th day of ninth month of taxable year

15th day of twelfth month of taxable year

Use “Declaration of Corporate Estimated Colorado Income Tax” (DR 112-ES)

### **Property Tax/Rent/Heat Rebate:**

Claim may be filed up to two years after the year for which the rebate is claimed.

For example, the 1998 PTC claim can be filed between Jan. 1, 1999 and Dec. 31, 2000. Use “Property Tax/Rent/Heat Rebate Form” (104 PTC).

## ***SEVERANCE TAXES***

Colorado imposes severance taxes on oil, CO<sub>2</sub> and gas, metallic minerals, oil shale and coal. These taxes are due three-and-a-half months after the close of the federal income tax year. Use “Severance Tax Return Metallic Minerals, Coal, Oil Shale” (DR 0020) for metallic minerals, coal and oil shale; use “Severance Tax Return” (DR 0021) for oil, gas and CO<sub>2</sub>. Severance taxes on molybdenum are due the 15th day of the month following the end of each calendar quarter. Use “Severance Tax Return Molybdenum Ore” (DR 0022).

## ***WITHHOLDING TAXES***

**Gaming, backup withholding:** 15th day of the month following the month reported. Use “Backup Withholding Tax Return/Gaming” (DR 1091).

**Income Tax Withholding:** Four types of filing periods based on amount of tax collected:

Frequent — Employers collecting more than \$50,000 during a one-year period. Third business day following the Friday on which state wage withholding has accumulated. Filing period ending date must be a Friday date. Payment must be made by electronic funds transfers (EFT). For general information, call (303) 232-2416. Registered EFT filers may call (303) 832-6139 for questions about filing.

Monthly — Employers collecting at least \$7,000 but not more than \$50,000 during a one-year period. 15th day of the following month. Use “Income Withholding Tax Return” (DR 1094).

Quarterly — Employers collecting less than \$7,000 during a one-year period. Last day of the month following the end of the quarter. Use form DR 1094.

Seasonal — Employers who operate their business only during certain months and who have wage withholding only in those months. Must obtain DOR approval. 15th day of the following month of operation. Use form DR 1094.

**Oil, Gas and Oil Shale Tax Withheld:** First day of third month following end of quarter. For example, first quarter return for the period Jan. 1 through March 31 is due June 1. Use “Severance Tax Withheld, Oil/Gas Quarterly Return” (DR 0461).

**Nonresident Beneficiaries of an Estate or Trust:** Payment is due at the time the income is distributed. Use “Colorado Nonresident Beneficiary Estimated Income Tax Payment Vouchers” (Form 104-ES) **for each beneficiary.**

**Real Estate Withholding (for nonresidents who sell Colorado real estate):** Payment is due within 30 days of closing date. Use “Payment of Withholding Tax on Certain Colorado Real Property Interest Transfers” (DR 1079) and “Information with Respect to Conveyance of Colorado Real Property Interest” (DR 1083).

**Severance Tax Withheld, annual reconciliation:** Due April 15. Use “Severance Tax Withheld, Oil/Gas Annual Reconciliation” (DR 456).

**W-2 Transmittal:** Annual reconciliation of W-2s. Due the last day of February. Use “Annual Reconciliation of Income Tax Withheld” (DR 1093).

## **MISCELLANEOUS FEES**

**Motor Vehicle Air Conditioner Fee:** Due the 20th of the month following end of quarter. Use “Motor Vehicle Air Conditioner Fees Return” (DR 1761).

**Waste Tire Recycling Development Fee:** Due the 20th of the month following end of taxpayer’s period. Use “Waste Tire Exchange Fee Return” (DR 1772).

## **FURTHER INFORMATION**

For more information on related topics, consult the following DOR publications:

- FYI General 1 “Department of Revenue Publications”;
- FYI General 5 “General Information About Colorado State Taxes”;
- FYI General 8 “The FYI Program - Index and General Information”;
- FYI General 11 “Colorado Civil Tax Penalties and Interest.”

Single FYIs are free from the Taxpayer Service Division. They may be obtained at any statewide Taxpayer Service Center; or by writing to the Colorado Department of Revenue, 1375 Sherman St., Denver, CO 80261; or by calling the DOR Forms Hotline at (303) 232-2414. Please use the FYI number (General 1, Sales 9, etc.,) when ordering FYI publications. FYIs and commonly used forms are available on the Web at [www.revenue.state.co.us](http://www.revenue.state.co.us)

For a complete set of FYIs (approximately 130 on sales, income, excise and withholding taxes), you may purchase ***The Complete Book of FYIs*** at low cost from the State Forms Center, Division of Correctional Industries, 4200 Garfield St., Denver, CO 80216. An order form is contained in FYI General 1, or call the State Forms Center, (303) 321-4164, for ordering information.