

FILING A SPECIAL EVENT RETURN THROUGH REVENUE ONLINE

1. Go to <https://www.colorado.gov/revenueonline> (you do not need to log in)
2. Select "File a Special Event Sales Tax Return" in the "Sales and Use Tax" box.
3. For the "Special Event Date," select the timeframe for your event from the drop-down.
4. Review the list and select the Event Name for your special event (if applicable) and select "Next" to continue.
5. If your event is not listed, select "Click here if the event you attended is not available" and select "Next" to continue.
6. Fill in all required information and follow all system prompts to file your return.
7. Note the amount in red on top as that is the amount you will pay. Scroll to the bottom, click I Agree, then submit.
8. The following page will have a button for a printable view of your return. Click and print your return.

MAKING A PAYMENT THROUGH REVENUE ONLINE

If you have a Revenue Online account, you can pay within the logged in section; otherwise, follow the instructions below:

1. Go to <https://www.colorado.gov/revenueonline>
2. Scroll Down to "Payment Options" and select the "Make a Payment" hyperlink
3. From here, you may select Debit/Credit card, E-Check, or Cryptocurrency. Prior to paying, it will give you the option to change your selection.
4. Fill in the Taxpayer information, then select "Next".
5. Select the "Add a Payment" hyperlink.
 - a. Using the dropdown menu, select **Special Event Sales Tax** as the Account Type
 - b. Select **Return Payment** as your Payment Type
 - c. It is recommended that you select GCAN as the ID Type and supply your Special Event Sales Tax License number
 - d. The Amount will be the amount due based on the filed return.
 - e. The Period Ending is the last day of the month that the first day of the event took place in.
 - f. Click Add
6. If you have multiple returns or license payments to submit payment against, you can add a payment line for each one. Be sure to separate them according to filing period.
7. Once complete, click Next.
8. Click Pay Online

If, after clicking "Pay Online", a new window does not open, you may have a pop-up blocker that needs to be disabled.

MAILING YOUR RETURN AND PAYMENT:

File DR0098 and Mail payment to:

Colorado Department of Revenue
Denver CO 80261-0013

<https://tax.colorado.gov/special-event-sales-tax>