

## **FILING A SPECIAL EVENT RETURN THROUGH REVENUE ONLINE**

1. Go to <https://www.colorado.gov/revenueonline> (you do not 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
  - a. This is to pull the correct tax rates for that year, not events during that year
4. Review all the information on the next screen and select Continue.
5. Review the list and select the Event Name for your special event (if applicable) and select "Next" to continue
6. If your event is not listed or if you need to file for a prior year, scroll down and select "Click here if the event you attended is not available" and select "Next" to continue
7. Complete Taxpayer Information
  - a. It is recommended that you use your Special Event license number as your Tax ID – when using this option, please select Colorado Account Number as your ID Type
  - b. Select whether you are filing as a business or an individual
    - i. Complete all required fields
  - c. Once you have entered your mailing address, select the red "Unverified" hyperlink
    - i. When the popout window opens, you will need to select the red "Unverified" hyperlink within this window and select a verified address.
    - ii. A green checkmark will appear along with the word "Verified"; if you select the 'As Entered' option you will instead see "Overridden" in blue
    - iii. Select "Save"
  - d. Select "Next" to continue
8. Fill in all required information and follow all system prompts to file your return.
  - a. Select the License Option that most accurately reflects your current status
  - b. If you need to file a \$0.00 return, please submit gross sales of \$1.00
  - c. If you are replacing an estimated return, check mark the return as amended
  - d. On the exemptions row, list only sales of products that were tax exempt – and only in the column associated with the taxing jurisdiction that offers that exemption
  - e. Note the amount in red on top as that is the amount you will pay
  - f. Scroll to the bottom, select I Agree, then submit
9. The following page will have a button for a printable view of your return. Select and print your return.

**-DO NOT SELECT "MAKE A PAYMENT" FROM THIS SCREEN-**

**-INSTEAD, RETURN TO THE HOMEPAGE-**

## **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 list 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
    - i. Example 1 – Event occurs 10/30/25 thru 11/2/25; period ending is 10/31/25 with a due date of 11/20/25
    - ii. Example 2 – Event occurs 10/14/25; period ending is 10/31/25 with a due date of 11/20/25
  - f. Select 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 the filing period.
7. Once complete, select Next.
8. Select Pay Online

*If, after selecting "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 a DR0098 – Special Event Sales Tax Return and mail both return and payment to:

Colorado Department of Revenue  
Denver CO 80261-0013

For additional information, please visit:

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