



How to Locate the Colorado Account Number

Not sure what your Colorado Account Number (CAN) is with the Colorado Department of Revenue? You can locate your CAN in a variety of ways.

1. Revenue Online:

- [Colorado.gov/RevenueOnline](https://colorado.gov/RevenueOnline)
- Log in to the Revenue Online system, on the home-page the CAN is located near the bottom of the screen under 'Accounts.'

The screenshot shows the 'Revenue Online' interface for a user named 'CUP OF JOE'. The page header includes the Colorado Department of Revenue logo and the text 'Revenue Online'. The user's name 'CUP OF JOE' and address '1881 PIERCE ST, LAKEWOOD CO 80214-3503' are displayed. A navigation menu includes 'Favorites', 'Accounts', 'Action Center' (with a notification badge of 10), 'Settings', and 'More...'. A search filter box is present. Two account cards are shown:

- Sales Tax License/Renewal Account:** Account number 94622638-005-LIC, Balance \$0.00. A red box highlights the account number, and a blue arrow points to it. Action links include 'Make a Payment', 'File and View Returns/Payments', and 'Additional Actions'.
- Sales Tax Account:** Shows a '03/31/2021 Return' due on '04/20/2021'. A red box highlights the account number 94622638-004-SLS, and a blue arrow points to it. Action links include 'Upload a Spreadsheet or XML File', 'File Return', 'Make a Payment', 'File and View Returns/Payments', 'Manage Sales Tax Locations', and 'Additional Actions'.



2. Previously Filed Returns:

- The CAN is listed in the Colorado Account Number field in the upper portion on page 1 of the DR 0100 Sales Tax Return.

| | | | | | |
|---|-------|--|------------|---|---|
|  190100 19999 | | DR 0100 (10/07/19) COLORADO DEPARTMENT OF REVENUE Denver CO 80261-0013 Colorado.gov/Tax | | |  |
| Colorado Retail Sales Tax Return | | | | | |
| Signature (Signed under penalty of perjury in the second degree). | | | | Date (MM/DD/YY) | |
| SSN 1 | SSN 2 | | FEIN | | |
| Last Name or Business Name | | | First Name | | |
| My Business | | | | | |
| Address | | City | State | Zip | Phone |
| 1234 My Street | | Lakewood | CO | 80123 | 303-555-1212 |
| Colorado Account Number (XXXXXXXX-XXXX) | | Period (MM/YY-MM/YY) | | Location Juris Code (Refer to form DR 0800) | Due Date (MM/DD/YY) |
| 12345678-0000 | | 01/20 - 01/20 | | 11-0059 | 2/20/20 |



3. Sales Tax License:

- The Colorado Account Number is listed on the Sales Tax License as the first eight (8) digits of the Use Account Number. The CAN is located on the upper left portion of the sales tax license.

| | | | | | | | | | |
|---|--|-----------------------|-------------|----------|------------|----------------|-------|--|------|
| DR 0140 (02/16/11) DEPARTMENT OF REVENUE DENVER CO 80261-0013 | STATE COLORADO | COUNTY JEFFERSON | LOC IMPRVNT | RTD/CD | | | | | |
| Must collect taxes for: SALES TAX LICENSE | USE ACCOUNT NUMBER for all references | LIABILITY INFORMATION | | | ISSUE DATE | | | LICENSE VALID TO DECEMBER 31 | |
| | 12345678-0000 | county | city | industry | type | liability date | month | day | year |
| THIS LICENSE MUST BE POSTED AT THE FOLLOWING LOCATION IN A CONSPICUOUS PLACE: 1234 MY STREET LAKEWOOD CO 80123 | | | | | | | | THIS LICENSE IS NOT TRANSFERABLE | |
| MY BUSINESS 1234 MY STREET LAKEWOOD CO 80123 | | | | | | | |  Executive Director Department of Revenue | |

4. Department of Revenue Correspondence:

- The Colorado Account Number is listed on all letters that have been sent by the Colorado Department of Revenue. The CAN is listed on the right side of the letter with the word 'Account'.

| | |
|--|--|
|  COLORADO Department of Revenue Denver, CO 80261-0004 | Mar 31, 2020 Tax: Sales License Account: 12345678 Letter: L0607871840 Source: N05 - C3 |
| MY BUSINESS 1234 MY STREET LAKEWOOD CO 80123 |  |



COLORADO
Department of Revenue
Taxation Division



COLORADO
Department of Revenue

Denver, CO 80261-0004

Apr 03, 2020

MY BUSINESS
1234 MY STREET
LAKEWOOD CO 80123



Tax: Sales Tax
Account: 12345678
Letter: L1712300896
Source: PRO - NF
Period: Jan 31, 2020

Additional Resources:

If you are still unable to locate your Colorado account Number please contact the Colorado Department of Revenue for assistance.

- Secure web message through Revenue Online: [click here for instructions](#)
- Phone: (303) 238-7378
 - Representatives available from 8:00 a.m. to 4:30 p.m. MT, Monday through Friday
- Email: DOR_TaxpayerService@state.co.us