

# FYI – For Your Information

## Computer Form Specifications: DR 0100 Retail Sales Tax Return

**Computer form facsimiles must be reviewed and approved by the Department of Revenue prior to use.** The following guidelines must be used in order for computer-generated sales tax forms to be processed. The form should be clearly labeled as a combined retail sales tax form. **Five data filled test copies of your form must be submitted for approval prior to use on paper or electronically on a PDF.**

You may obtain a copy of Form DR 0100 "Retail Sales Tax Return" and the Form DR 5315 "Business Tax Payment Coupon Specifications" from the Web at: [www.TaxColorado.com](http://www.TaxColorado.com)

**PAPER:** Use white, high-quality bond, minimum 20 lb., providing sufficient quality and contrast for Optical Character Reading (OCR).

**FORM SIZE:** The width should be 8 1/2 inches. The return portion of the form must have a maximum height of 4 2/3 inches.

**SCANLINE:** Effective October 1, 2010, the Department of Revenue will discontinue capturing scan information on sales tax and income withholding forms. All scan lines must be eliminated from these forms as soon as possible. As of June 1, 2010, the department has stopped testing scan lines on the DR 0100, DR 1093 and the DR 1094.

The department is still capturing scan lines on income tax payment coupons. Please refer to FYI Income 7 for more information on specifications for these forms.

**FORMAT:** The content and format must match the attached sample on both the front and back of the form. The form must contain all information required in the blocks of the attached example, including: company name ("doing business as" name of company), account number (company's state account number), period (period for

which taxes are due), date due (date taxes are due for the given period), as well as the industry and location codes (these are assigned by the Department of Revenue). The return must also include a solid black dot (•) on lines 1, 2, 4, 6, 8B and 10, as well as the numbers shown in parentheses on the attached sample such as (100), (200), (1-4), (2-4), etc. Data entered on the form must be boldface and be no less than 8 point typeface in size. It is not necessary to reproduce the designations for "County MTS," "City LID," "Special District," and "State" that is a shaded blue on the actual form. Positioning of payment box must match template DR 5315. Payment box **MUST** have both a dollar sign and decimal point.

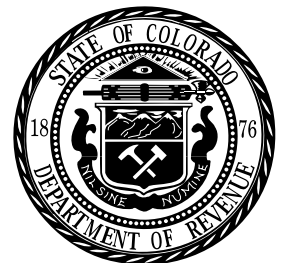
**MAILING:** The completed tax return must be mailed to the department UNFOLDED. The upper portion of the form need only be returned when there has been a change in social security number, F.E.I.N. number, name or address. In such cases, changes must be clearly indicated on the upper part of the form.

**CLEAR AREA:** The bottom 3/4ths of an inch on the form must be free from extraneous marks and printing.

**Please submit five test forms and direct all questions to:**

**COLORADO DEPARTMENT OF REVENUE**  
ATTENTION: ANTOINETTE WILLIAMS  
FORMS DEVELOPMENT SECTION RM 307  
1375 SHERMAN ST  
DENVER CO 80261  
(303) 866-2722

Emailed PDFs electronic forms are preferred. Please send the PDF to [awilliams@dor.state.co.us](mailto:awilliams@dor.state.co.us)



Colorado Department of Revenue  
Taxpayer Service Division  
1375 Sherman St.  
Denver, Colorado 80261

Forms and other services:  
(303) 238-FAST (3278)  
Assistance:  
(303) 238-SERV (7378)

[www.taxcolorado.com](http://www.taxcolorado.com)