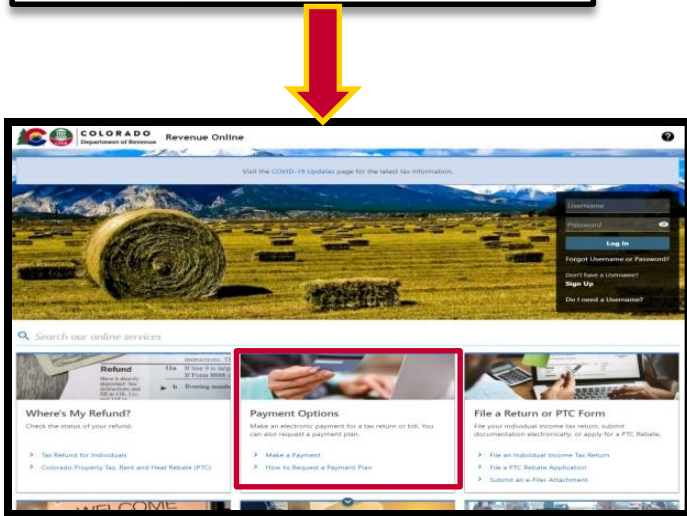


Using Revenue Online to Make Payment Plan/Installment Agreement Payments No Log In Required

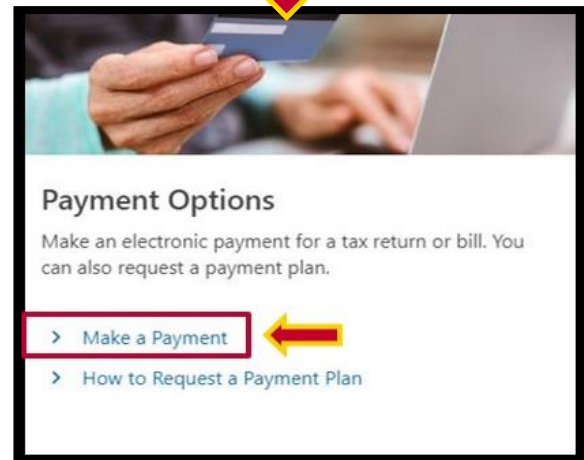
Colorado Department of Revenue – Individual Income Tax Payment

NOTE: For help with making a Payment Plan/Installment Agreement Income Tax payment while logged in to Revenue Online, please see the PDF entitled “Using Revenue Online to Make Payment Plan/Installment Agreement Payments - Logged In.”

1. Go to: Colorado.gov/RevenueOnline



2. Select ‘Make a Payment’ from the “Payment Options” box.



3. Select a Payment Type Screen.

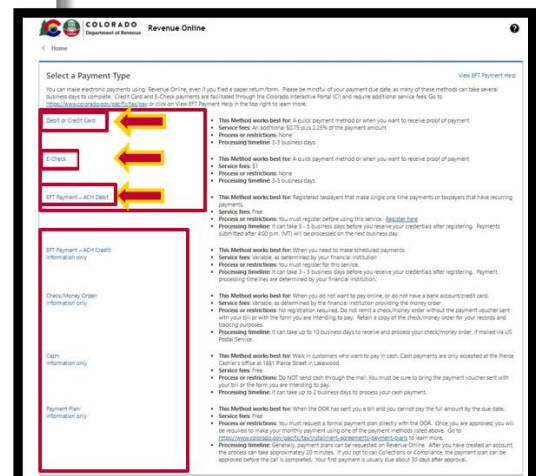
Select your preferred method of payment

Payment options include Credit or Debit card, e-check, and Electronic Funds Transfer (EFT) via ACH debit

Choose the Credit/Debit card or e-check option to be able to make a payment same day.

EFT requires registration and authorization so you will not be able to make a payment for up to 3 to 5 business days.

You'll also find hyperlinks to our website if you need information on other payment methods or requesting a payment plan.



4. Enter Taxpayer Information.

Enter the primary taxpayer's first and last name in Step 1.

Click 'Edit' in Step 2.

Online Tax Payment

Step 1: Enter Taxpayer Information

First Name MI

Last Name or Business Name Required

Step 2: [Click to Add / Edit Payments](#) **Edit**

5. Add/Edit Payment Screen.

Click on "Add a Payment" under the Account column.

Add / Edit Payments

Edit the amounts you wish to pay for each item

Account	ID Type	ID	Period	Balance	Pending	Amount	Payment Type
There are no edit the amounts you wish to pay for each item.							
+ Add a Payment							

6. Enter Account Type.

Click the drop-down arrow next to "Account Type."

Add / Edit Payment

Payment Information

Account Type Required

* ID Type Required * Payment Type Required

* ID Required

* Filing Period Required

Select "Individual Income Tax" from the drop-down menu.

- Required
- Aviation Fuel Sales
- Cigarette
- Consumer Use
- Corporate Income Tax
- County Lodging
- Fiduciary Income Tax
- IFTA
- Individual Income Tax**
- Liquor Excise
- Local Marketing
- Partnership Income Tax
- Prepaid Wireless
- Property Tax/Rent/Heat Rebate
- Public Utilities Commission
- Retail Marijuana Excise Tax
- Retail Marijuana Sales Tax
- Retailer's Use
- Sales Tax
- Special Event (Sales Tax)

7. Enter ID Type.

Click the drop-down arrow, select the personal ID type you wish to use for your payment, and enter the information.

You may use:

- Colorado Account Number (CAN)
- Social Security Number
- Individual Taxpayer Identification Number (ITIN)

The screenshot shows the 'Add / Edit Payment' form with 'Payment Information' section. The 'Account Type' is 'Individual Income Tax'. The 'ID Type' dropdown menu is open, showing options: 'Colorado Account Number', 'ITIN', and 'Social Security Number'. A red arrow points to the dropdown arrow, and another red arrow points to the selected option. A third red arrow points to the 'Filing Period' field.

8. Enter Filing Period.

Select the filing period for your payment.

NOTE: The filing period will **ALWAYS** be 12/31 and the 4-digit year for which you owe and are making payment.

You can also click the calendar icon next to "Filing Period" and select December as the month, 31 as the day, and then the appropriate 4-digit year for which you owe and are making payment.

The screenshot shows the 'Add / Edit Payment' form with 'Payment Information' section. The 'Account Type' is 'Individual Income Tax', 'ID Type' is 'Social Security Number', and 'ID' is '123-45-6789'. The 'Filing Period' field is highlighted with a red box and contains '12/31/2019'. A red arrow points to the calendar icon next to the field, and another red arrow points to the 'Add' button.

9. Enter Payment Type.

Select "Bill Payment" from the Payment Type drop-down-menu.

NOTE: Bill Payment **MUST** be selected to ensure your payment processes correctly as a payment plan.

The screenshot shows the 'Add / Edit Payment' form with 'Payment Information' section. The 'Account Type' is 'Individual Income Tax', 'ID Type' is 'Social Security Number', and 'ID' is '123-45-6789'. The 'Filing Period' is '12/31/2019'. The 'Payment Type' dropdown menu is open, showing options: 'Bill Payment', 'Estimated Payment', 'Extension Payment', and 'Return Payment'. A red arrow points to the dropdown arrow, and another red arrow points to the selected option. A third red arrow points to the 'Add' button.

10. Enter Payment Amount.

Enter the amount you wish to apply toward your outstanding balance in the "Amount" box.

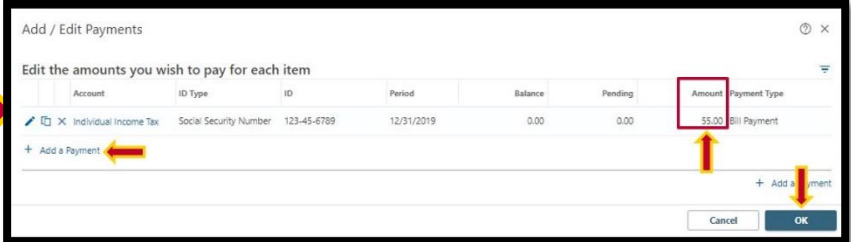
Click "Add."

The screenshot shows the 'Add / Edit Payment' form with 'Payment Information' section. The 'Account Type' is 'Individual Income Tax', 'ID Type' is 'Social Security Number', and 'ID' is '123-45-6789'. The 'Filing Period' is '12/31/2019'. The 'Payment Type' is 'Bill Payment'. The 'Amount' field is highlighted with a red box and contains '\$5.00'. A red arrow points to the 'Add' button.

11. Verify Payment Amount.

Verify the amount you want to apply to your outstanding balance is correct.

Click 'OK.'

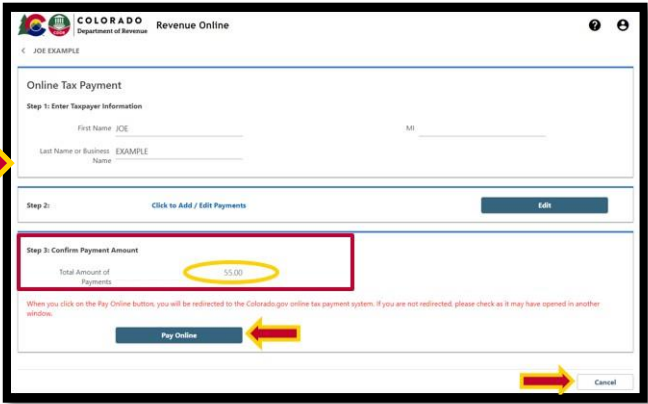


12. Online Tax Payment Screen.

Confirm your payment amount in Step 3.

If everything is correct, click the "Pay Online" button to continue.

Otherwise, click "Cancel."



13. Pop-up Blocker Screen.

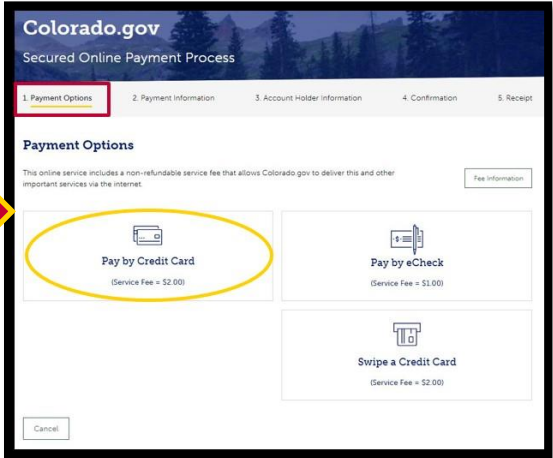
NOTE: Do NOT disable your pop-up blocker.

Simply click the blue "If you do not see a new window, click here to proceed" hyper-link to continue.



14. Payment Options Tab.

Click on your preferred form of payment and follow the on-screen prompts.



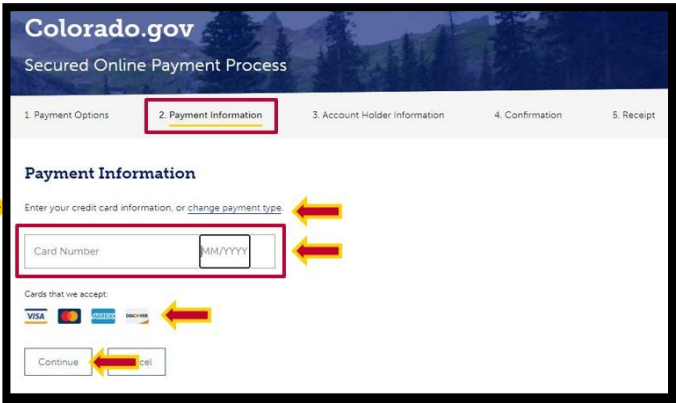
15. Payment Information Tab.

If paying by Credit Card, enter your credit card information and click continue.

The credit cards we accept are shown on the screen.

NOTE: Click on “change payment type” to return to the “payment options” tab and select a different form of payment.

Click ‘Continue.’”

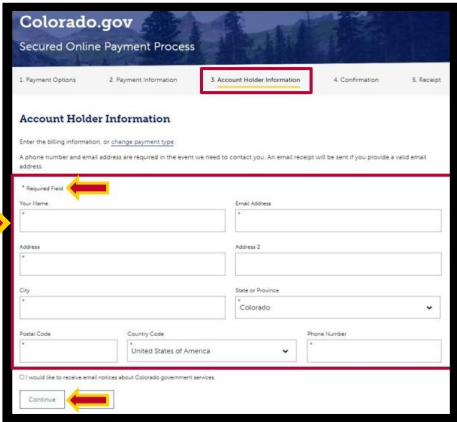


16. Account Holder Information Tab.

Enter your account information.

NOTE: All fields identified are required.

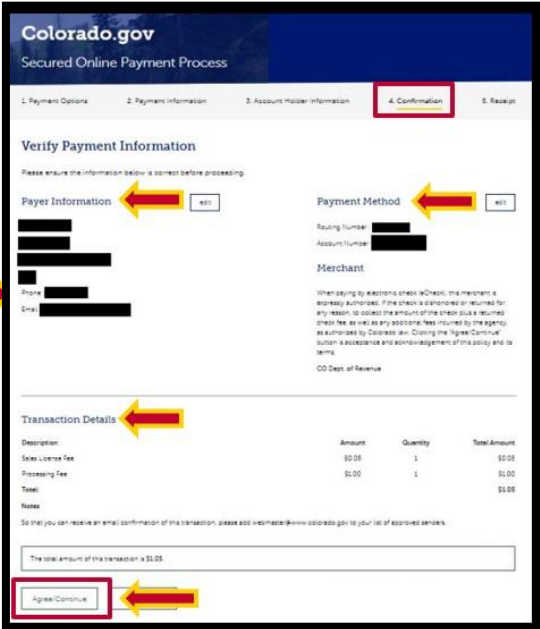
Once complete, click “Continue” and follow the remaining screen prompts to submit and confirm your payment and verify your receipt.



17. Confirmation Tab.

Verify your payment information, method, and transaction details.

Click the “Agree/Continue” button to continue.



18. Payment Application Receipt.

This screen contains your receipt identification number.

PLEASE reference this number in **ANY** correspondence regarding your payment.

Online Tax Payments application receipt

support@www.colorado.gov
to me
11:43 AM (14 minutes ago)

Thank you for using the Online Tax Payments application. Your transaction is complete. Please note that your payment is successful when your financial institution renders payment for this transaction.

Your receipt identification number is 56898146. Please reference this number in any correspondence regarding your transaction.

Payer Information
[Redacted]

Account Information:
[Redacted]

Transaction Details:

Description	Unit Price	Quantity	Extended Price
Sales License Fee	\$0.05	1	\$0.05
Processing Fee	\$1.00	1	\$1.00

Notes:
So that you can receive an email confirmation of this transaction, please add webmaster@www.colorado.gov to your list of approved senders.

The total amount charged to your account is \$1.05.

19. E-Check.

Ensure your bank accepts E-Check payments. If unsure, contact your bank and provide them the number listed under “Ensure Your Bank Accepts E-Check Payments” section listed on the screen to ensure successful processing.

Select the account number and enter your routing and account numbers.

Re-enter your account number and click “Continue.”

Follow the remaining screen prompts to confirm and submit your payment.

Colorado.gov
Secured Online Payment Process

1. Payment Options 2. Payment Information 3. Account Holder Information 4. Confirmation 5. Receipt

Payment Information

Enter your electronic check information, or change payment type.

Account Type: [Select --] Routing Number: [] Account Number: []

Ensure Your Bank Accepts eCheck Payments

Some banks put fraud filters on bank accounts in order to prevent fraudulent charges. Please ensure that your bank account allows payments from the following Originator IDs to ensure your payment is successfully processed.

3528977581

Confirm Your Information

Please note: Payee reserves the right to assess a returned check penalty for any electronic payment which is returned for any reason.

Re-enter Account Number: []

Continue

NOTE: How to easily locate your Routing and Account numbers.

Banks often list their routing number on their website or you can easily find it on your check.

The Routing number is the first 9 numbers printed on the bottom of your check in the lower left as shown here.

YOUR NAME
1234 Main Street
Anywhere, OH 00000

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

0044072324 0000123456789 123

ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

Thank You for making timely payments.
Additional Agreement to Pay Resources:
[Tax.Colorado.gov/payment-plan](https://tax.colorado.gov/payment-plan)
Department of Revenue Collections: (303) 205-8291