

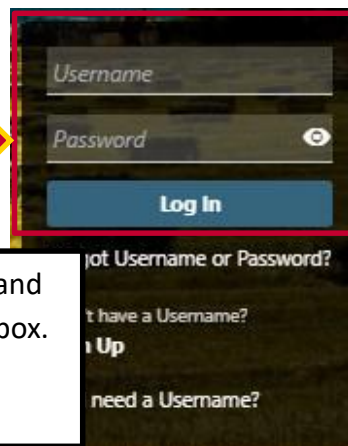


Using Revenue Online to Make Payment Plan/Installment Agreement Payments Logged In

Colorado Department of Revenue – Individual Income Tax Payment

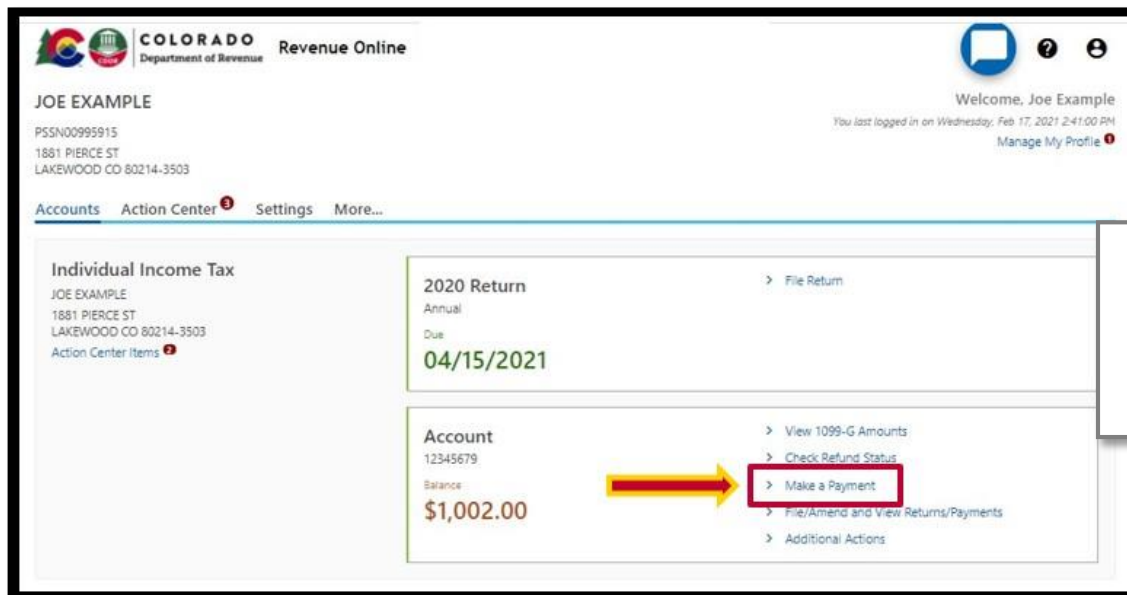
NOTE: For help with making a Payment Plan/Installment Agreement Income Tax payment using Revenue Online without logging in, please see the PDF entitled “Using Revenue Online to Make Payment Plan/Installment Agreement Payments - No Login Required.”

1. Go to: Colorado.gov/RevenueOnline



Enter your Username and Password in the log in box. Then click the blue “Log In” button.

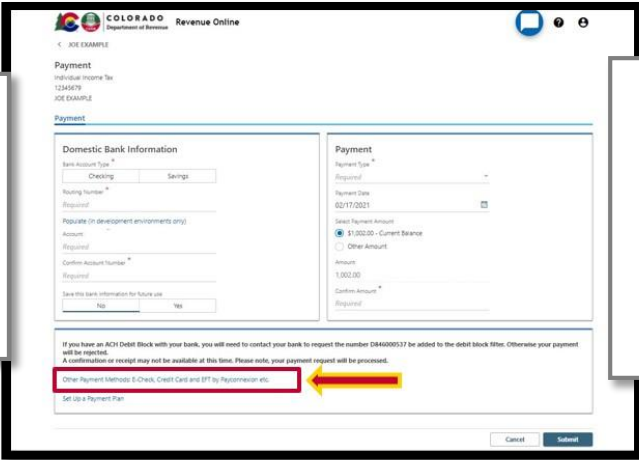
2. Accounts Screen.



Click on “Make a Payment” in the account box.

3. Automatic Clearing House (ACH) Debit payment screen.

The system defaults to the ACH Debit payment screen which allows your payment to be withdrawn directly from either your Checking or Savings account.

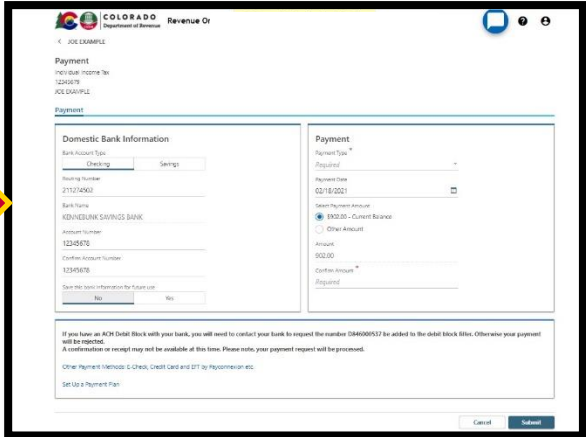


If you don't want to use ACH Debit to make your payment, simply click on the blue "Other payment Methods" hyperlink for other payment options and follow the instructions.

4. Enter Domestic Bank Information.

Select "Checking" or "Savings", enter your bank account information, and select whether or not you want the system to save your bank information for future use.

NOTE: If you have an ACH Debit block with your bank, contact them and request the number **D846000537** be added to the debit block filter. Failure to do so will result in your payment being rejected.



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

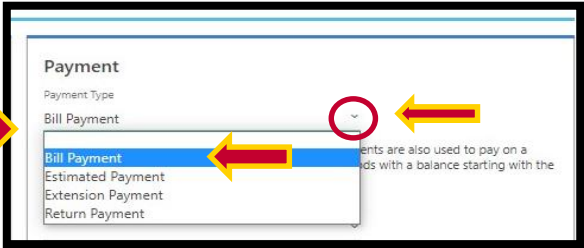
Banks often list their routing number on their website or you can easily find on your check.

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



5. Select Payment Type.

Click the drop-down arrow next to Payment Type and select "Bill Payment" from the drop-down options.



6. Select Payment Period.

Click the drop-down arrow next to "Period."

Select the year for which you owe and are making a payment.



7. Select Payment Amount.

The payment date will always be the current date.

Select the amount you wish to pay (current balance or other amount).

Confirm the amount.

Click "Submit."



8. Confirm Payment.

Confirm you have the correct amount and correct filing period.

Enter your password. Your password serves as your electronic signature for the payment.

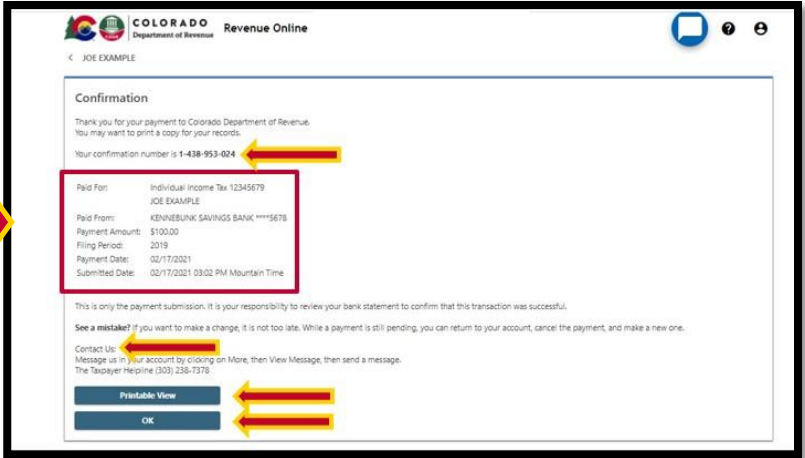
Click "OK."

NOTE: Payments made after 4PM Mountain time (MT) will be processed on the next business day.



9. Confirmation Screen.

- This screen contains:
- Your confirmation number
 - Payment details
 - Department contact information
 - Print a copy for your records
 - Click "OK" to return to your account screen and you're finished
 - PLEASE** use this confirmation number when contacting the Department regarding your payment



Additional Agreement to Pay Resources:

[Tax.Colorado.gov/payment-plan](https://www.tax.colorado.gov/payment-plan)

[Department of Revenue Collections: \(303\) 205-8291](https://www.tax.colorado.gov/collections)



Tax.Colorado.gov