Utilizing and Obtaining a Colorado Account Number for EZ Certification

Taxpayers who make monetary or in-kind contributions to eligible organizations and projects, and who wish to claim a credit on their income tax return, must receive form DR 0075 (Certification of Qualified Enterprise Zone Contribution) from the project organization or local Enterprise Zone administrator.

This form requires a taxpayer identification number, which can be the taxpayer’s Social Security number (SSN) or their Colorado Account Number (CAN). If the taxpayer does not readily know their CAN, there are a few methods that can be followed to obtain it.

1. **Register to use Revenue Online**: the Department recommends Revenue Online for all taxpayers. Access to this site grants the ability to monitor account activity, file returns, and make any necessary tax payments. The registration process can be completed in about 5 minutes.
   a. Access [Colorado.gov/RevenueOnline](http://Colorado.gov/RevenueOnline)
   b. Click Sign Up (Individual or Business)
c. Review the purpose and eligibility requirements before continuing to the registration form. The following information must be available to the taxpayer to complete the registration:
   i. Taxpayer name
   ii. SSN, ITIN or Federal Employer Identification number (FEIN)
   iii. Current mailing address
   iv. Most recently filed income tax return or a Letter ID (see item 3 below)
d. Complete each step as prompted:
   i. Account Type: the typical return filed by the taxpayer
   ii. ID Type: SSN, ITIN, FEIN
   iii. Email and Phone

iv. Create log in ID and password
v. Enter an amount from the last return filed or a Letter ID
   1. last estimated tax payment remitted
   2. federal adjusted gross income
   3. refund

e. Keep the confirmation number in a safe place and look for the email with the authorization code to complete the registration process. Access will not be permitted without the authorization code.
f. Return to the home page and enter Login ID and password where prompted.
g. Enter the authorization code to gain access to the account.
h. Note the CAN.
2. **Request a Letter ID**: for taxpayers who have not received correspondence from the Department, do not yet have enough information to complete the Revenue Online registration process or for those who do not wish or are ineligible to register for Revenue Online. As shown below, the letter contains the CAN and further instructions on how to register for Revenue Online using the Letter number. Request this letter by selecting Request a Letter ID on the Revenue Online main page.

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**Account Access Request**

Thank you for your interest in using the Department of Revenue services to access tax account information. **Sign Up takes just a few minutes.** All the information you need is in this letter; have it with you before you begin. Follow these easy steps:

- Go to [www.Colorado.gov/RevenueOnline](http://www.Colorado.gov/RevenueOnline)
- Click on the **Sign Up (Individual or Business)** link on the right

There are three steps to the Sign Up process:

1. Click on **Enter Taxpayer Information**. Click on the down arrow in the Account Type list and select **Other**. Complete the rest of the screen.
2. Next click on **Enter Login Information** and complete the screen (this is information YOU get to create for the account).
3. Next click on **Enter Account Information** and complete the screen. (Read the HOT TIPS if you have difficulty completing the screens.)

Your Letter ID is: __________

Then, click the **Submit** button. You will see a confirmation page on your screen.
3. **Correspondence sent by the Department**: taxpayers who recently received a letter or bill have the CAN listed therein. Additionally, companies who make sales can locate the number on their sales tax license.

Provide the organization to which you are contributing, your SSN or CAN along with other requested identifying and donation information, so that the organization can complete and certify form DR 0075 for you to claim the Enterprise Zone Contribution income tax credit.