

Tips For Using This Guide

This guide is designed to provide basic information for filing your Colorado income tax. Space restrictions do not allow us to include all forms and information available to taxpayers. For this reason we provide symbols throughout this guide to assist you in completing this form and direct you to additional information. These symbols will help you spot important reminders and key information.

New

New tax laws are highlighted in the book for your convenience.



Tax issues that have caused taxpayers problems in past years are highlighted with this symbol. Errors cause refund delays. The biggest cause of errors is: **not reviewing instructions and FYI publications carefully.**

TAX TIP

Tax tips are provided for your convenience to point out issues you may want to take advantage of while preparing your return.

FYI

The Department of Revenue issues FYI publications on numerous subjects. FYI symbols in this book tell you an income tax FYI is available on that subject. FYIs are available on our Web site www.TaxColorado.com



Additional forms are required and may be downloaded from our Web site www.TaxColorado.com



Leave paper behind. *e-file!*
See www.coloradoefile.state.co.us for options.

Filing Information

Who must file a return

You must file a 2009 Colorado income tax return if during 2009 you were:

- A full-year resident of Colorado, or
- A part-year resident of Colorado with taxable income during that part of the year you were a resident, or
- A nonresident of Colorado with Colorado source income;

AND

- You are required to file a 2009 federal income tax return, or
- You have a 2009 Colorado income tax liability.



Even if no tax is due, you may wish to file a return to get a refund of wage withholding.

Part-year residents and nonresidents

Part-year and nonresidents of Colorado should refer to Form 104PN on page 17 of this booklet. See **FYI 6**.

Active members of the armed forces

If you were a Colorado resident when you joined the armed forces, you remain a Colorado resident unless you change it with the military. This means that you must file as a Colorado resident even if you are stationed outside the state. If you were stationed outside of the United States for at least 305 days during 2009 you may file as a nonresident if you wish. See **FYI 21**.

If you are in Colorado on military orders but are not a Colorado resident, Colorado does not tax your military pay. However, you must file a Colorado return for any other earned income from Colorado sources.

Filing on behalf of a deceased taxpayer

If you are a surviving spouse or legal representative of someone who died during 2009, you may file a return on the deceased's behalf. Write "deceased" in large letters across the top of the return, check the box after the deceased person's name and write the date of death next to the deceased person's name. Additionally, you must sign the return and write "filing as surviving spouse" or "filing as legal representative" by your signature. Any person other than the surviving spouse who files a return and requests a refund on behalf of a deceased person must file Form 102 and a copy of the death certificate with the return.

Filing status

Your Colorado filing status will always be the same as your federal filing status. For example, if you file a joint federal return, you must file a joint Colorado return even if one spouse is not a Colorado resident.

Spouse's intercepted refund

If you file a joint return and one spouse owes money to a state agency that is going to intercept your refund, the injured spouse (the person not in debt) may claim his/her portion of the refund. The portion is determined by dividing the injured spouse's gross income by the joint gross income and multiplying the resulting percentage by the income tax refund. A written claim, along with a copy of your federal return or federal form 8379 and copies of all W-2s, must be filed to receive the refund. **Do not send this claim with your return.** Mail it in a separate envelope to the attention of the "Injured Spouse Desk," 1375 Sherman St., Denver, CO 80261.

When to file

Your Colorado income tax filing and tax payment are due by April 15, 2010. You may file your return electronically anytime up to midnight April 15th. If you choose to complete a paper return, mail your return and, if applicable, your tax payment to:

Colorado Department of Revenue
Denver, CO 80261-0005

The envelope must be postmarked by April 15, 2010. If you cannot complete your return by the April 15 deadline, you may be able to file under extension. See page 11 of this booklet for details.

Taxpayer Assistance Services

My Income Tax Account

Check on your refund status; look up your Colorado 1099-G; check on estimated payments; look up your billing notice; or set up an "agreement to pay." You must have your social security number and either the amount of your refund, the amount of an estimated payment, or the billing notice number. Information is available on the Web at www.TaxColorado.com or by phone at (303) 238-FAST (3278).

Tax Information Index

For an alphabetical index that provides Web links to FYI tax publications, common questions and answers, forms, regulations, and the Colorado Revised Statutes for a variety of common tax topics, please visit www.TaxColorado.com

Online Customer Support

Search for commonly asked questions and answers. "Send Us an E-mail" if the answers don't respond to your particular question.

Line by Line Instructions

The following instructions apply whether you file electronically or on paper. Electronic filers should use the forms in this guide as worksheets prior to entering the information in NetFile, or other tax software.



HOW DOES FORM 104 WORK?

You must complete your federal income tax filing/return before you can start your Colorado return because line 1 of the Colorado form is your federal taxable income, which has your deductions and exemptions already subtracted out. You then may have to add or subtract certain types of income on lines 2 through 12. This gives you the Colorado taxable income you take to the tax table to determine the Colorado tax you owe. You will then subtract any credits you have on lines 19, 21, 22, and 23. These credits include items from Form 104CR, and any tax you have prepaid through withholding from your wages or estimated tax payments. If these credits are more than the tax due, you get a refund. If these credits are less than the tax due, you must pay the difference.



RESIDENCY STATUS

Check the proper box at the top of Form 104 to indicate whether you are filing as a full-year resident, a part-year resident or as a nonresident. If one spouse is a full-year resident and the other is a part-year resident or a nonresident, check only the part-year resident/nonresident box.

NAME AND ADDRESS

Print your name, address, and social security number in the spaces provided. If you are filing a joint federal return, you must file a joint Colorado return and include your spouse's name and social security number. For Privacy Act Notice, see **FYI** General 2.

Tax Information Call Center

Representatives are available Monday through Friday, 8 a.m. to 4:30 p.m. (303) 238-SERV (7378)
TTY/TTD Service (800) 659-2656

Walk-In Assistance

Forms and information are available at these offices Monday through Friday, 8 a.m. to 4:30 p.m.

Denver: 1375 Sherman St.

Colorado Springs: 4420 Austin Bluffs Parkway

Fort Collins: 1121 W. Prospect Road, Building D

Grand Junction: 222 S. 6th St., Room 208

Pueblo: 827 W. 4th St., Suite A

Additional Information



Tax Forms, Information and E-Services

DO NOT enter a name or social security number on the "spouse" line if you are not filing a joint return.

If you are entering an address for a foreign country, place any postal code at the end of the address line and enter Xs in the ZIP code box.

INCOME

LINE FEDERAL TAXABLE INCOME

1 Enter your federal taxable income from:

- federal Form 1040, line 43
- federal Form 1040A, line 27 or,
- Federal Form 1040 EZ, line 6.

If your federal deductions exceed your federal adjusted gross income, enter the excess as a negative amount (in brackets) on line 1. The amount you enter on line 1 will be compared to the amount you report on your federal income tax return.

Your federal taxable income is your total income minus your federal exemptions and deductions. Do not put your total income or wages on this line because it will result in your tax being computed too high. Do not deduct your personal exemptions, standard deduction, or itemized deductions on your Colorado income tax return because they have already been allowed on line 1.

ADDITIONS TO INCOME

LINE STATE INCOME TAX DEDUCTION ADDBACK

2 If you filed federal form 1040A or 1040EZ for 2009, enter \$0 on line 2.



If you **did not** itemize deductions on your 2009 federal income tax return, enter \$0 on line 2.

If you **did** itemize deductions on your 2009 federal income tax return but deducted general sales taxes on line

5, schedule A, Form 1040, enter \$0 on line 2.

If you **did** itemize deductions on your 2009 federal income tax return and deducted income taxes on line 5, Schedule A, Form 1040, you must add back on your Colorado return any state income tax included in your federal itemized deductions. If your federal itemized deductions exceed the standard deduction you could have claimed by an amount that is less than the state tax deduction, you add back only the difference between the itemized and standard deduction amounts.

Complete the following schedule to determine your state income tax deduction addback:	
(a) State income tax deduction from line 5, Schedule A, federal Form 1040	\$
(b) Total itemized deductions from line 29, Schedule A, federal Form 1040	\$
(c) The amount of federal standard deduction you could have claimed (See line 40, federal Form 1040 for allowable federal standard deductions).	\$
(d) Line (b) minus line (c), but not less than \$0	\$

Enter the smaller of line (a) or line (d) on Form 104, line 2. For most Colorado taxpayers who itemize deductions, the state income tax deduction addback will be the amount from line 5, Schedule A, Form 1040. See **FYI 4**.

Individuals with high incomes who are not allowed to claim all of their federal itemized deductions can refer to publication **FYI 3**. Married persons filing separate returns should refer to **FYI 4** to determine the amounts to enter in the worksheet.

LINE OTHER ADDITIONS TO FEDERAL

3 TAXABLE INCOME

Enter on line 3:

- The amount of interest you earned during 2009 from bonds issued by any state or any state political subdivision other than bonds issued on or after May 1, 1980 by the State of Colorado or any of its political subdivisions. The amount you report on line 3 should be the gross amount of state and local bond interest minus amortization of bond premium and expenses required to be allocated to such interest income under provisions of the Internal Revenue Code. See **FYI 52**.
- The amount of lump-sum distribution from a pension or profit sharing plan you reported on federal Form 4972. Because this income is not included in federal taxable income on line 1, these distributions must be added on line 3. The distribution should be reduced by any estate tax allocated to the distribution on Form 4972.

Distributions included on this line are subject to 10-year averaging on the federal return. If the lump-sum distribution is not subject to 10-year averaging and is included in federal taxable income on line 1, then it should not be reported again on line 3. Amounts entered on this line may be eligible for the pension exclusion on lines 7 or 8.

- The smaller of the amount from line 14, federal Form 8814 or \$950 if you are electing to report your child's income for federal tax purposes.
- Any federal charitable contribution deduction on which you also claimed a Colorado gross conservation easement credit. See **FYI 39**.
- Any fiduciary adjustment or partnership modification that increases your federal taxable income.

SUBTRACTIONS FROM INCOME

LINE STATE INCOME TAX REFUND

5 SUBTRACTION

Enter any state income tax refund you reported as income on line 10 of your federal Form 1040. Enter \$0 if you filed federal Form 1040EZ or 1040A.

LINE UNITED STATES GOVERNMENT

6 INTEREST

Enter any interest you earned during 2009 from U.S. government bonds, treasury bills and other obligations of the United States or its territories, possessions and agencies that was included in federal taxable income. Do not enter interest earned from Federal National Mortgage Association and Government National Mortgage Association (Fannie Mae and Ginnie Mae). Dividends received from mutual funds may not be 100% exempt. See **FYI 20**.

LINE PENSION AND ANNUITY SUBTRACTION

7 If you received pension or annuity income and

- the income is included in your federal taxable income,

or

- a lump-sum distribution is reported on line 3, above,

Then

- if, as of December 31, 2009, you were **65 or older**, enter the **smaller** of the income or \$24,000;
- if, as of December 31, 2009, you were **at least 55 but not yet 65**, enter the **smaller** of the income or \$20,000;
- if, as of December 31, 2009, you were **under 55**, you do not qualify for the pension subtraction **unless** you are receiving the income as a secondary beneficiary

(e.g., a widow, dependent child, etc.) due to the death of the person who earned the pension, in which case you enter the **smaller** of the income or \$20,000.

For information and exceptions, see **FYI 18 and 25**.

To qualify for the subtraction, a payment must be:

- pension or annuity income that is not considered a premature distribution, and
- reported on the federal return as taxable IRA distributions, pensions and annuities, or social security benefits (lines 15b, 16b, or 20b of federal Form 1040; lines 11b, 12b, or 14b of federal Form 1040A), or reported as a lump sum distribution on line 3 of Colorado Form 104.

Example: Joseph (age 66) and Catherine (age 63) receive social security benefits in 2009 of \$20,000, \$6,000 of which was taxable on their joint federal return. Joseph received \$12,000 of the benefits while Catherine received \$8,000. Catherine also earned a private pension of \$22,000, \$18,000 of which was taxable on the federal return.

- Joseph's pension subtraction is computed by taking his share of the total social security benefits paid times the taxable benefits (60% of \$6,000), which is \$3,600.
- Catherine's pension subtraction is computed by taking her share of the social security benefits times the taxable benefits (40% of \$6,000) and adding her taxable private pension (\$18,000), which is \$20,400. Because Catherine is under age 65 her subtraction is limited to \$20,000.

LINE 8 PENSION AND ANNUITY SUBTRACTION - SPOUSE

If you are filing a joint return, enter the spouse's pension or annuity subtraction, if any, on line 8. See line 7 instructions for a definition of excludible pension/annuity income. The spouse must also qualify by age to claim the pension/annuity subtraction. Each spouse's subtraction is computed separately and no part of one spouse's \$20,000 or \$24,000 subtraction may be claimed by the other. See **FYI 25**.

LINE 9 COLORADO SOURCE CAPITAL GAIN

9 You can subtract capital gain income **IF**:

- **Federal taxable income**—the income is included in your federal taxable income;

AND

- **Colorado sources**—the income is earned from:
 - the sale of real or tangible personal property located in Colorado at the time of the transaction, or
 - the sale of stock or ownership interest in a "Colorado company;"

AND



• **Acquisition/Holding**—you acquired the asset after May 9, 1994 and owned it continuously for five years prior to the transaction date. See **FYI 15** for important qualifications. Form DR 1316 **must** be attached to your return.



Taxpayers should fill out completely any forms or documentation submitted for the capital gains subtraction. Refunds could be delayed/denied because the property description, for example, is too vague or missing, the payroll/property percent is not included for stock sales, and/or the acquisition date is omitted.

LINE 10 TUITION PROGRAM CONTRIBUTION

10 Payments or contributions you made during 2009 to a qualified state tuition program administered by CollegeInvest can be deducted, but only to the extent they are included in federal taxable income. See **FYI 44**.

LINE 11 QUALIFYING CHARITABLE CONTRIBUTION

11 CONTRIBUTION



Taxpayers who claim the federal standard deduction instead of itemizing their deductions on the federal return may be able to subtract a portion of their charitable contributions made during the year. Enter only the amount in excess of \$500 that you could have deducted on federal Schedule A under the "Gifts to Charity" section had you itemized your federal deductions. See **FYI 48**.

Complete the following schedule to determine your qualifying charitable contribution subtraction:	
(a) Did you itemize your deductions on the federal Schedule A?	Yes ☐ No ☐
(b) Did you deduct your charitable contributions on the federal return as a business or other deduction?	Yes ☐ No ☐
If you answered yes on lines (a) or (b), enter \$0 on line 11, you do not qualify for this subtraction. If you answered no on lines (a) and (b), continue with line (c).	
(c) Enter the amount you could have deducted for charitable contributions on lines 16 and 17 of federal Schedule A.	\$
(d) Nondeductible contributions	\$ 500
(e) Qualifying charitable contribution subtraction, line (c) minus line (d), but not less than \$0	\$
Enter the amount from line (e) on Form 104, line 11.	

Taxpayers must maintain proper records for all contributions. If you are required to substantiate this subtraction, you must provide the same records that are required by the federal IRS for charitable contributions.

LINE 12 OTHER SUBTRACTIONS FROM FEDERAL TAXABLE INCOME

Enter on line 12:

- If you received PERA or Denver School District

No. 1 retirement benefits(DPSRS) during 2009 and you contributed to the PERA retirement fund during 1984, 1985 or 1986 or to the Denver School District No. 1 retirement fund during 1986, you **may** be entitled to a subtraction for income previously taxed by Colorado but not by the federal I.R.S. See **FYI 16**.

- Enter any tier I or tier II railroad retirement benefits that are included in federal taxable income.
- Enter any fiduciary adjustment or partnership modification reducing federal taxable income, but only to the extent it cannot be reported on lines 5-11.
- Enter any income earned on an Indian reservation by a reservation tribal member while domiciled on the reservation.
- Enter your medical savings account contribution and interest, if any, and write "medical savings account" in the available space. Do not include any amounts that were deducted on your federal return. See **FYI 29**.
- Enter 50% of the cost incurred in performing wildfire mitigation. This subtraction may not exceed \$2,500. To determine qualifying costs see **FYI 65**.

Do not include on line 12:

- income from sources outside of Colorado,
- net operating losses,
- military income, or
- wage adjustments.

LINE COLORADO TAXABLE INCOME

- 14** Your Colorado taxable income is the amount by which line 4 exceeds line 13. Determine your tax from the tax table on pages 22 and 23 based on your Colorado taxable income. Full-year residents enter their tax on line 15, Form 104. Part-year residents and nonresidents go to Form 104PN, page 17, for apportionment instructions.

TAX

LINE TAX

- 15** Colorado residents enter the tax from the tax table. Part-year residents and nonresidents enter the tax from line 36, Form 104PN and attach Form 104PN to your return. The Colorado tax rate is currently 4.63%.



enters your tax. No need to look it up in a table.

LINE ALTERNATIVE MINIMUM TAX

- 16** If you have a federal alternative minimum tax, you probably have a Colorado alternative minimum tax.



Enter your Colorado alternative minimum tax, if any, from line 8, Form 104AMT. Attach Form 104AMT to your return. See **FYI 14**.

LINE RECAPTURE OF PRIOR YEAR CREDITS

- 17** Enter any historic property preservation credit, health care professional credit, low income housing credit or other credit claimed in prior years that must be recaptured.

TAX CREDITS

Form 104CR must be attached to your return if you entered an amount on line 19.

LINE NON-REFUNDABLE CREDITS FROM FORM 104CR

- 19** Enter the total, non-refundable credits from line 44, Form 104CR.

LINE NET TAX

- 20** Line 18 minus line 19.

PREPAYMENTS AND REFUNDABLE CREDITS

LINE COLORADO INCOME TAX WITHHELD

- 21** Enter the total amount shown as Colorado tax withheld on your W-2 (wage withholding forms), W2-G or 1099 forms. Staple these forms to the front of your return.

Attach W-2s, W2-Gs or 1099s only if they report Colorado income tax withheld. Do not claim tax withheld for the federal government, other states, or any city.

Do not include amounts withheld from:

- Colorado real estate sales by nonresidents,
- nonresident beneficiaries, or
- Colorado partnership/S corporation income of non-residents

as they should be included as estimated tax payments on line 22.

LINE ESTIMATED TAX PAYMENTS

22 AND CREDITS

Enter on line 22:

- any estimated tax payment you made for 2009,
- that part of your 2008 overpayment, if any, that you applied to 2009,
- any amount you paid with your 2009 extension of time for filing voucher,
- amounts withheld on Colorado real estate sales on Form DR 1079,
- amounts paid in for nonresident beneficiaries on Form 104 BEP, and
- amounts paid in for nonresident partners or shareholders on Form DR 0108. See **FYI 51**.

LINE CHILD CARE CREDIT

- 23** Full year residents enter the child care credit from line 5 of Form 104CR. Part year residents, enter the child care credit from line 6 of Form 104 CR. You qualify for

LINES TAX TO PAY.

44–47 If line 20 is more than line 24, you have additional tax to pay. Subtract line 24 from line 20 and enter the difference on line 47. This is the amount of tax you owe. Write your social security number and "Form 104" on your check. Enclose, but do not attach, your payment with Form 104. **PLACE THE CHECK ON TOP OF THE STAPLED W-2S ON PAGE 1. DO NOT STAPLE THE CHECK.**

New If you prefer to pay by credit card or echeck, see the online tax payment information below.

DO NOT SEND CASH

If you owe tax and wish to make a contribution to any of the voluntary contributions, enter the amount(s) on lines 28 through 41 and add these amounts to your balance due on line 47.

A **delinquent payment** penalty (line 44) is due if the balance due is not paid by April 15, 2010, unless a valid extension exists with a proper 90% prepayment. The penalty is 5% of the additional tax due for the first month of delinquency and 1/2% for each additional month up to a maximum of 12%.

Interest (line 45) is due on any balance of tax due from April 15, 2010 at the rate of 3% (6% if we bill you and you do not pay within 30 days).

If an **estimated tax penalty** is due (line 46), attach Form 204 to your return.

Enter the total amount owed, including penalty and interest due from lines 44, 45 and 46, on line 47.

Use Form DR 0900 below to submit your payment if you:

- file using NetFile,
- file using any other electronic method,
- or are, for some other reason, sending your payment separate from your return.
- Be sure to round your payment to the nearest dollar. You must enter 00 after the decimal point. The amount on the check and the amount entered on the payment voucher must be the same. This will help maintain accuracy in your tax account.



Rather than mailing a check, you can now pay using an electronic check or credit card at www.colorado.gov/paytax

This online service includes an administrative fee that allows Colorado.gov to deliver this and other important services. This fee is paid to a third party that provides these services for Colorado.gov at little or no cost to the taxpayers of Colorado.

For credit card transactions, the administrative processing fee is the amount due multiplied by 2.25%, plus an additional \$.75. However, if you choose to pay with cash in the form of an echeck, the administrative processing fee is discounted to \$1.00 per transaction.

DO NOT send another copy of your tax return with your payment because the DR 0900 contains all the information required to match your payment with your return.



▼ RETURN ONLY THE LOWER PORTION OF THIS PAGE WITH YOUR PAYMENT ▼

(0011)

DR 0900 (09/22/09)
COLORADO DEPARTMENT OF REVENUE
DENVER CO 80261-0008
www.TaxColorado.com

2009 INDIVIDUAL INCOME TAX PAYMENT VOUCHER

(calendar year—Due April 15, 2010)

70

Return this voucher with check or money order payable to the Colorado Department of Revenue, Denver, Colorado 80261-0008. Write your social security number and "2009 Form 104" on your check or money order. Do not send cash. Enclose, but do not staple or attach, your payment with this voucher.

Your Last Name	First Name and Initial	Social Security Number	
Spouse's Last Name (if joint)	Spouse's First Name and Initial	Social Security Number	
Address			
City		State	ZIP

The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.

YOU MUST ROUND TO THE NEAREST DOLLAR

DO NOT WRITE IN SPACE BELOW

(08)

\$

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Automatic Extension for Individuals

GENERAL INFORMATION

If you can't file your Colorado tax return by April 15, 2010, you may file your Colorado return on or before October 15, 2010 without filing a written request for extension. **However, to avoid late payment penalties, you must pay at least 90% of your tax liability by April 15 and the balance when you file by October 15.**

If you can't file by April 15 but still owe additional tax, use the payment voucher below to mail in your payment by April 15. Complete the tax payment worksheet to see if you owe additional taxes. Do not send in the voucher without a payment.

Enter the tax due on Form 158-I below and mail the voucher portion only with your payment to:

Colorado Department of Revenue
Denver CO 80261-0008

If you have no tax due, do not send us the payment voucher. You will automatically qualify for an extension.

PENALTIES AND INTEREST

An automatic six-month extension of time for filing the Colorado income tax return is allowed for all taxpayers. However, an extension of time to file is not an extension of time to pay the tax. If at

least 90% of the net tax liability is not paid by April 15, 2010, a late payment penalty plus interest will be added to your tax due. If 90% or more of the net tax liability is paid by April 15 and the balance of the tax is paid when the return is filed by the last day of the extension period, only interest will be assessed.

Also, if after April 15, you find that your estimate of tax due was too low, you should pay the additional tax as soon as possible to avoid further accumulation of penalties and interest. Pay your estimated additional tax with another Form 158-I voucher.

TAXPAYERS RESIDING OR TRAVELING ABROAD

If you are living or traveling outside the United States on April 15, the deadline for filing your return is June 15, 2010. If you need an additional four months to file your return, you will automatically have until October 15, 2010 to file. Interest is due on any payment received after April 15, 2010.

To avoid any late payment penalties you must pay 90% of your tax liability by June 15, 2010. When filing your return, attach a statement to the front indicating that you were "abroad on April 15, 2010."

TAX PAYMENT WORKSHEET FOR YOUR RECORDS

1	Income tax you expect to owe	1	
2	Tax payments and credits:		
a	Colorado income tax withheld	2a	
b	Colorado estimated income tax payments	2b	
c	Other payments and credits	2c	
	Total tax payments and credits – Add lines 2a through 2c.....	2	
3	Tax due— Subtract line 2 from line 1. Enter the result here and on the voucher below.....	3	

DETACH FORM
ON THIS LINE



IF NO PAYMENT IS DUE, DO NOT FILE FORM DR 158I

▼ RETURN ONLY THE LOWER PORTION OF THIS PAGE WITH YOUR PAYMENT ▼

(0019)

Form 158I (09/22/09)
COLORADO DEPARTMENT OF REVENUE
DENVER CO 80261-0008
www.TaxColorado.com

2009 Extension Payment Voucher for Colorado Individual Income Tax (calendar year—Due April 15, 2010)

70

Return this voucher with check or money order payable to the Colorado Department of Revenue, Denver, Colorado 80261-0008. Write your Colorado Account Number and "2009 Form 158-I" on your check or money order. Do not send cash. Enclose, but do not staple or attach, your payment with this voucher. File only if you are making a payment.

Your Last Name	First Name and Initial	IMPORTANT: ENTER YOUR SOCIAL SECURITY NUMBER	
Spouse's Last Name (if joint)	Spouse's First Name and Initial	Spouse's Social Security Number	
Address			
City	State	ZIP	

IF NO PAYMENT IS DUE, DO NOT FILE THIS FORM. The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.

**YOU MUST ROUND TO THE
NEAREST DOLLAR**

DO NOT WRITE IN SPACE BELOW

(08) \$.

Common Questions

What if I did not receive a W-2 from my employer?

- Contact your employer to obtain a copy.
- If your final pay stub includes the tax withheld for Colorado, you can use the amount to electronically file your return, or to complete a substitute W-2 (Form DR0084).
- If the first two options fail, contact the IRS or the Department of Revenue, which *may* have W-2 information available.

How can I determine whether I should pay estimated tax?

If you expect your 2010 Colorado tax liability to exceed your 2010 Colorado credits by \$1,000 or more, you are required to pay estimated income tax with Form 104EP. See **FM 51**.

What if I cannot pay the tax I owe by April 15th?

If possible, pay part of the balance due at the time of filing to minimize the penalty and interest you will owe. You will receive a bill for the balance. If you wish to make additional payments prior to receiving your bill you may do so with form DR 0900 "Individual Income Tax Payment Voucher." Once you have received a bill you may request an agreement to pay online at www.myincometax.state.co.us or through our automated system by calling 303-238-FAST (3278), and pressing 3. Make payments the paperless way by echeck or credit card at www.Colorado.gov/paytax

How long should I keep my tax return?

Keep all paper documents you used to prepare your return until the statute of limitations runs out for that return. This is usually four years from the date the return is due or filed. If your return is audited, you must be able to provide a copy of your federal return and documentation for all items listed on your return.

How do I correct my return after it has been filed?

To change or correct your return, do not file a corrected paper or electronic tax return. You must complete an amended return using Form 104X to report any changes or corrections. Use the 104X labelled with the year which you are correcting. If a change is made to your federal return by you or the IRS, you must report this to the Colorado Department of Revenue (on the 104X) within 30 days if it changes any line on your Colorado tax return, even if your tax liability does not change.

I purchased items by mail order or over the Internet without a sales tax charge. Do I owe tax for that?

You probably owe "Consumer Use Tax." See **FM General 10** and

Form DR 0252 for filing information.

Common Filing Errors

Avoidable taxpayer errors on income tax returns often delay tax refunds and cause incorrect bills.



File Your Colorado Income Tax Electronically

You can easily avoid certain errors and speed the processing of your refund claim by filing your Colorado income tax return electronically through NetFile, commercial tax software or through a paid tax professional who files electronically. Most E-filing software will check math calculations, will alert you to credits or subtractions you may have missed, and will help reduce the risk of refund delays and billing errors.

Common filing errors prevented by E-filing:

- With paper returns, W-2 and 1099 statements must be attached to the return. If these statements are not attached or become separated from a paper return, you will receive a letter requesting the statements be mailed in, which delays your refund. Regardless of the filing method, you should be sure you have all W-2 and 1099 statements prior to filing so that the total amounts are correct. With electronic filing, there is no need to mail the statements.
- During the electronic filing process, entry of necessary information and schedules is required by the software to eliminate errors often seen on a paper return.
- Delays associated with missing signatures on paper returns are eliminated with e-file.

NOTE: Treat electronic and paper filing the same when it comes to tax credit documentation. Fill in as much information as possible online. After submitting an electronic return, send a paper copy of all schedules/certificates. DON'T send a duplicate return.

Federal Credit and Colorado Insurance Programs

Individuals whose income does not exceed certain thresholds and/or have qualifying children may be eligible for a refund resulting from the federal Earned Income Tax Credit (EITC) and/or low-cost health insurance through Child Health Plan Plus (CHP+). You may obtain additional information regarding the EITC online at www.irs.gov or by calling Colorado United Way at 211. Additional information regarding CHP+ can be found online at <http://www.cchp.org/> or by calling 1 (800) 359-1991.