



## Sales Tax Amended Return Work Sheet Instructions and Signature Page

1. Type in your account number (City of Colorado Springs Retail Tax License and/or Customer ID number)
2. Type in the tax period you need to amend, if several months or quarters need to be amended please use a worksheet per month or quarter, note you will not be able to amend tax periods more than three years old.
3. There are four columns, each column is purposefully formatted with formulas to do the math for you:
  - A. **Original Return Filed column**, the information listed in this column will need to be all the figures reported initially, to include the original amount paid to the City of Colorado Springs Sales Tax office.
  - B. **Amended Return column**, the information listed in this column will be what you are now reporting for this period.
  - C. **Correct Amount column**, this column is the difference between the original figures reported and the amended figures being reported. This column is for sales tax internal calculations only.
  - D. **Comments column**, this column is for comments provided by us to you requesting additional information if needed based on the type of deduction you are taking against your gross sales and services.
4. Line 1, Gross Sales and Service, the primary location is the first business location listed on your retail tax account. If your account is set up as consolidated you will need to reference all locations when submitting an amended return. If you have more than 3 locations to report, contact us for a different sheet.
5. Lines 2A, 3A-3K you will need to list the appropriate information in these fields for both the original column and amended column.
6. Line 5A, this is a self-calculating field.
7. Line 5B, 5C, 6 and 10, you will need to list the total amount due if any to report, these will not self-calculate.
8. Line 12, Penalties, if your original filing was late, your amended return will be considered late. If you filed on time for this tax period, you will not be penalized for filing an amended return.
  - A. Penalty, the penalty is 10% of the total tax due. If you received an assessment for the original filing the minimum penalty is \$15.00 or 10% whichever is greater.
  - B. Interest, reference line 13 for the calculations.
    - a. Line 13A you will list the due date of the return in this format 00/00/0000.
    - b. Line 13B you will list the date you mailed (best estimate) or hand delivered your return in this format 00/00/0000. The table will calculate for both the original return filed and the amended return.
  - C. Cost of Collections, this penalty is only due if your account is in Jeopardy Status and your original return filed was an assessment regardless if you provided actual figures or paid only the estimated assessment.
  - D. Add(+)/Deduct(-), Add, you may have included additional money to pay against your account with your original filing, if so please include here. Deduct, you may have taken a credit against your original filing if so please include here.
  - E. Amount Paid, you will list what you paid on the original return in this column, on line C42. On line D43 you will list if you are paying more against the amended return.

9. When the amended worksheet is finished below you will need to complete your business information, a brief description of why you are amending the sale tax return(s) and a signature line with which **must be accompanied along with the amended worksheet.**
  - a. **If you owe additional money** to the City of Colorado Springs you will need to remit the payment (payable to the City of Colorado Springs), the amended return worksheet, and the signature line sheet. The mailing address for additional payments is as follows: City of Colorado Springs, Sales Tax, Department 2408, Denver, CO 80256-0001.
  - b. **If your account is to be credited**, if the balance is more than \$75.00 dollars on an existing active account you may request a refund, if the balance is less than \$75.00 dollars on an existing active account you will need to use that credit on a future return. If the Credit is larger than \$500.00 dollars an auditor will review your amended return and could request additional information before crediting your account. The Mailing address for amended returns not requiring additional payment is as follows: City of Colorado Springs, Sales Tax, PO Box 1575, Colorado Springs, CO 80901-1575.
10. Contact information for questions: 719-385-5903 or email [salestax@springsgov.com](mailto:salestax@springsgov.com).
11. Please keep a copy of these forms for your records.

## Signature Line

Explanation of changes: In the space provided below, tell us why you are filing an amended return for this period. Attach any supporting documents:

Under penalties of perjury, I declare that I have filed an original return and that I have examined this amended return, including accompanying documents, and to the best of my knowledge, this amended return is true, correct, and complete. Return this page and the amended return worksheet together.

Account Number: \_\_\_\_\_  
 Entity Name: \_\_\_\_\_  
 Doing Business As: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Date: \_\_\_\_\_