



# Requesting a Letter ID Using Revenue Online

## IMPORTANT INFORMATION:

A Letter ID acts as a security key to verify your identity and may be used to set up access to your account in Revenue Online, check the status of your refund, or file a protest

An account must already exist in the Department of Revenue's system before a Letter ID can be generated. For Income Tax accounts, this is automatically established when the Department receives and processes your first Colorado Income tax return. For businesses, this is typically achieved by applying for a tax license

Your Letter ID will be mailed to the address that is currently associated with your account and it could take up to **10 business days** to receive this letter. If you are unsure of the address we have for you, please contact the Department at 303-238-7378

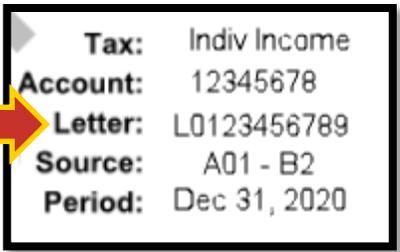
## HELPFUL HINT:

A Letter ID is generally associated with a particular tax type. You will **NOT** be able to use a Letter ID from a letter you have received for one tax type to set up access for an account of a different tax type

For example, you **CANNOT** use a Letter ID from a letter regarding your sales tax account to set up access to a wage withholding account

### WHERE TO LOCATE YOUR LETTER ID:

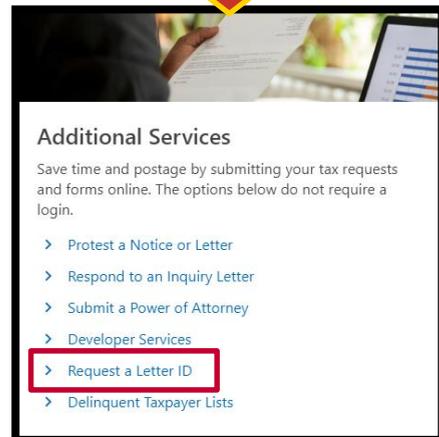
Once you receive your letter from the Department, the Letter ID number is located in the upper right corner of the letter. It begins with the letter "L" and is followed by 10-digits as shown here



### STEP 1: Go to:

[Colorado.gov/RevenueOnline](https://colorado.gov/revenueonline)

### STEP 2: From the "Additional Services" menu panel, select "Request a Letter ID"



**Step 3: Review the information on the next screen and click "Next"**

The screenshot shows the 'Request a Letter ID' page with a progress bar at the top. The 'Purpose' section (1) states that a Letter ID allows signing up for a Revenue Online account. The 'Eligibility' section (2) notes that users must be registered with the Colorado Department of Revenue. The 'Information Needed to Continue' section (3) lists requirements: Taxpayer name, ID number (SSN, ITIN, FEIN, CAN), and Mailing Address. A 'Next' button (4) is at the bottom right.

**Step 4: Select ID type from the drop-down menu**

**HELPFUL HINT:**

Businesses should choose either "Colorado Account Number" or "Federal Employer ID Number"

Individuals should choose "ITIN" or "Social Security Number"

The screenshot shows the 'Taxpayer Information' section. The 'ID Type' dropdown menu is open, showing options: Colorado Account Number, Federal Employer ID Number, ITIN, and Social Security Number. A 'Required' label is next to the dropdown.

**Step 5: Enter Additional Information**

Fill in the required information and click "Submit"

The screenshot shows the 'Taxpayer Information' section with the 'ID Type' set to 'Colorado Account Number'. The 'Colorado Account Number' field contains '12345678' and the 'Business Name' field contains 'TRAINING EXAMPLE'. A 'Submit' button is at the bottom right.

**Confirmation**

Your request for Request a Letter ID has been sent

Your confirmation number is: **0-252-775-744.**

**Printable View**

**OK**

**CONFIRMATION SCREEN:** Contains your confirmation number should you ever need to contact the Department regarding your request for a Letter ID

**Thank You from the Colorado Department of Revenue**

**Additional Letter ID Resources:**

[Tax.Colorado.gov/account-access-management](https://tax.colorado.gov/account-access-management)

[Tax. Colorado.gov/individual-ROL-account](https://tax.colorado.gov/individual-ROL-account)

[How to Request a Letter ID](https://tax.colorado.gov/how-to-request-a-letter-id)

[Tax.Colorado.gov/contact-us](https://tax.colorado.gov/contact-us)



**Tax.Colorado.gov**