

Sign up to access your tax account in Revenue Online and you can view and print your returns.

Visit www.Colorado.gov/RevenueOnline today!



Through Revenue Online you can:

- File your Return
- Amend your Return
- Make a Payment
- Access Your Tax Account (Sign Up/Login)
- Get Your Refund Status
- Upload Attachments for your tax return
- Add Power of Attorney
- Look up a Balance Inquiry
- Get a Copy of a Return
- File a Protest
- Request a Payment Plan
- View 1099-Gs issued by the department
- View Letters from the department
- And Much More!

Scroll down to view your form.

Note: Fill-in forms are **not** saveable and will **not** file the return for you. You must print the return and mail it. We recommend you file through Revenue Online. Return to the Form Web page and click on eFile.

REQUEST FOR COPY OF TAX RETURNS

(SEE REVERSE SIDE FOR IMPORTANT INFORMATION)

MAIL COPIES TO:

Name
Address
City/State/ZIP:

Date Prepared
Prepared By
Section

IN ACCORDANCE WITH THE PROVISIONS OF C.R.S. 39-21-113, I HEREBY REQUEST THAT THE DEPARTMENT OF REVENUE PREPARE:

	TAX RETURN (FORM NUMBER)	FOR PERIOD BEGINNING	PERIOD ENDING
<input type="checkbox"/> A Copy of:			
<input type="checkbox"/> A Certified Copy of:			
<input type="checkbox"/> A Copy of a Cashed Refund Check	Amount	Period Beginning	Period Ending

Name of Taxpayer:

Current Mailing Address (street, rte.#, box#):

City	State	ZIP
Social Security or Account Number(s)	Phone	

Your requested copies will be forwarded upon receipt of remittance: 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.

SIGNATURE REQUIRED TO PROCESS REQUEST

I declare under the penalty of perjury in the second degree that I subscribed and filed said tax return(s) either for myself or for the taxpayer named above as an officer of the company or an authorized representative thereof and that the signature which appears on the tax return and the one that appears below are both my signatures.

Signature of Requestor	Spouse's Signature (if joint)	Date
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Subscribed and sworn to or affirmed before me this _____ Day of _____, 20 _____ In the County of _____ State of _____ Signature of Notary _____ My commission expires _____ SEAL	# OF COPIES	DESCRIPTION	UNIT PRICE	TOTAL
		3230 Photo Copies-GF	\$0.25 per Page (1st 10 pages free)	

MAIL TO: COLO DEPT OF REVENUE 3230
DENVER CO 80261

LIABILITY CODE 3230

TOTAL REMITTED \$

DR 5714, REQUEST FOR COPY

1. This form must be filled out accurately and completely. It must also be notarized. Requests must be notarized due to the increased use of electronic filing. Electronically filed returns or payments do not require a signature. Therefore, the Tax Files Office will not have anything to compare the signature on the DR 5714 request for copy form. The Colorado Department of Revenue does everything it can to keep taxpayer information confidential. These precautions to ensure against potential identity theft are necessary. The Tax Files Office will not accept requests for copies by fax because original signatures of both the requestor and the notary are required for security purposes. Mail the completed form to: Colorado Department of Revenue, Tax Files, Denver, CO 80261.
 2. The Colorado Department of Revenue retains copies of tax returns for nine years plus the first six months of the calendar year. For example, a 1997 document is available until June 30, 2007. This copy retention schedule is established by the Colorado Attorney General, the State Archivist and the State Auditor. If you have questions, you may call the Tax Files Office at (303) 866-5407 or (303) 866-5609. We do not maintain federal records. To obtain federal returns or information, contact the Internal Revenue Service.
 3. Be specific when entering the period of the return(s). For example, if you want copies of your returns for the years 1999 through 2001, enter January 1999 in the BEGINNING column and December 2001 in the ENDING column. Do NOT complete a separate form for each year you are requesting.
 4. To request a copy of a return(s) for another taxpayer, a written authorization (a Power of Attorney or, if applicable, a copy of a death certificate) will be required before we can release the information. The individual's signature on the front of this form is also acceptable.
 5. It will take from seven to ten days to receive your copies. There is no way to speed up this process because our files are recorded on microfilm and stored at a remote location.
 6. Please FAX us at 303-289-6122 or call us at 303-866-5609 or 303-866-5407, if you have any questions.
- Common Filings:
- | Form Title | Form Number | Pages |
|------------------------|-------------|---------|
| Income Tax Return Form | DR 0104 | 2 Pages |
| Sales Tax Return Form | DR 0100 | 1 Page |
| Cashed Refund Check | | 2 Pages |

If the cost of copies is more than the fee you submit, you will receive a bill.