

Must collect  
taxes for:  
**SALES TAX  
LICENSE**

USE ACCOUNT NUMBER for all references  02544192-0000	LIABILITY INFORMATION				ISSUE DATE			LICENSE VALID TO DECEMBER 31  2019
	county	city	industry	type	liability date	month	day	
	10-0006-005	L	030115		Dec	08	17	

THIS LICENSE MUST BE POSTED AT THE FOLLOWING LOCATION  
IN A CONSPICUOUS PLACE: 4485 S BROADWAY ENGLEWOOD CO 80113-5721

**THIS LICENSE IS NOT  
TRANSFERABLE**



ELLIS DESIGN STUDIO LLC  
ATTN: LINDA S HAYS  
4485 S BROADWAY  
ENGLEWOOD CO 80113-5721

Executive Director  
Department of Revenue



Detach Here

L0196749984 Letter Id:

**NOW THAT YOU HAVE YOUR SALES TAX LICENSE...**

Go to [www.Colorado.gov/RevenueOnline](http://www.Colorado.gov/RevenueOnline) and register for access to file, pay and manage your sales tax account.

**Get Access**

To get first time access to Revenue Online, go to [www.Colorado.gov/RevenueOnline](http://www.Colorado.gov/RevenueOnline), click on Create a Login ID under Sign Up and follow the step-by-step instructions. You will need your Letter Id referenced above (right side).

**File**

To file your sales tax return, log in to Revenue Online and access your sales tax account by clicking on the Account ID. Click File Now to file your sales tax return. Select your filing method and follow the step-by-step instructions.

**Pay**

To pay your sales taxes after you have submitted your return, Click Pay to make a payment. You can pay electronically by EFT, E-Check or Credit Card. Select your payment option and follow the step-by-step instructions.

**Manage Your Account**

- Add / Change an EFT Account; View EFT Account Numbers
- Submit Power of Attorney
- File a Site (Branch)
- File a Protest
- Close Account
- Update or Add a mailing address
- Send and view secure messages
- View Filing History and Letters
- Amend a return

**Important:** A return must be filed for each reporting period even if no tax is due. To avoid late penalties and interest, file through Revenue Online on or before the due date.

