Colorado – Retail Delivery Fee

Overview

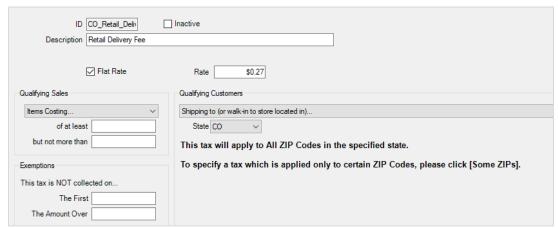
Effective July 1st, 2022, Colorado is imposing a retail delivery fee on all deliveries by motor vehicle to a location in Colorado with at least one item of tangible personal property. You can read more about this on the Colorado Department of Revenue site: https://tax.colorado.gov/retail-delivery-fee

To facilitate collecting this tax, we added the ability to create a flat tax rate definition. Rather than specifying a tax percentage, you now can set a flat rate to be collected.

Setup

To setup this tax definition:

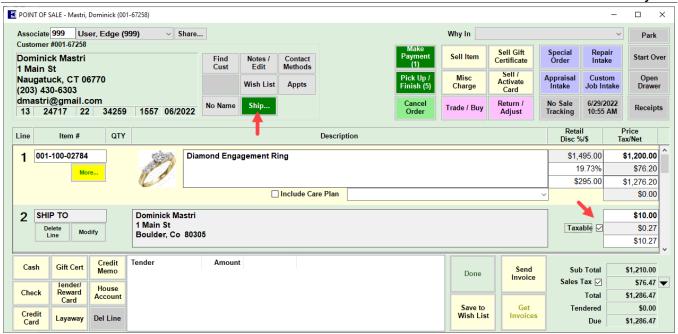
- 1. Navigate to **Administrative > Sales Tax > Tax Definitions** and click the **Add** button at the bottom.
- 2. Enter an ID to label this tax, such as CO_RDF.
- 3. Enter the **Description** as **Retail Delivery Fee**.
- 4. Check the Flat Rate box and enter a Rate of \$0.27.
- 5. Under Qualifying Customers, set the drop-down to Shipping To (or walk-in to store located in) and select CO as the state.



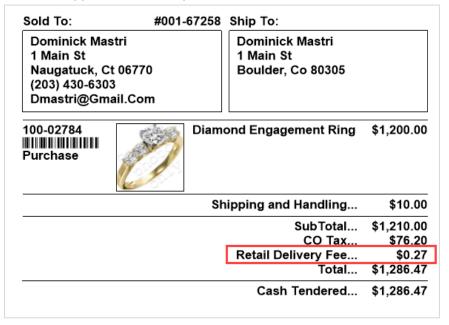
- 6. Click the **Categories** tab and make sure all categories are unchecked.
- 7. Click the **Stores** tab and make sure any applicable stores are checked.
- 8. Click the **Other** tab and check **Shipping**.
- 9. Click **OK/Save & Close** to save your new tax definition, then **restart The Edge**.

Collecting the Retail Delivery Fee

At POS, this tax will apply when the **Ship** button is used to ship to an address in Colorado.



It will also appear on the receipt.



And like all tax definitions, it will be included on your **Sales Tax** report.

