



ACH Credit Payment Authorization Request

Please email the completed form to taxportal@govos.com

Colorado SUTS Portal

Business Name: _____

6 Digit SUTS Account Number: _____

Primary Contact Name: _____

Primary E-mail: _____

Primary Phone: _____

Required Procedures for ACH Credit Payment Types:

- It is the entity's responsibility to submit the appropriate form(s) on the SUTS Portal and "checkout" and "pay" using the ACH credit option. By "paying" on SUTS with that option, it completes the transaction(s).
- You MUST Follow the **Orange Action Buttons** after your form submission through the Shopping Cart and Payment Method pages to the final page that provides your **receipt**. If you go back to your Business Center and your form is still presented as an open task on the left-hand side, in the Action Center, you have NOT completed the process properly.
- If **payment is not received** in the SUTS bank account (by your business "wiring" the funds to the jurisdiction's bank account outside the SUTS system), **by the due date**, additional late fees or lost discounts may be required to be remitted.
- Please note that if any of the above process, including both proper form completion on SUTS and timely wiring of funds to the jurisdiction, **is not completed properly by the due date**, any applicable vendor discounts may be lost, and applicable penalties and interest may be applied by the jurisdiction.
- The Addenda String **must** include your business' **6 Digit SUTS Account Number** to ensure your **account is properly credited for the wired funds**.

Please email taxportal@govos.com with this completed form to receive the SUTS bank information and further instructions.