

# Colorado – Retail Delivery Fee

## Overview

Effective July 1<sup>st</sup>, 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.

The screenshot shows a web form for creating a tax definition. At the top, there is an ID field containing 'CO\_Retail\_Delh' and an 'Inactive' checkbox. Below is a 'Description' field with 'Retail Delivery Fee'. A 'Flat Rate' checkbox is checked, and the 'Rate' field contains '\$0.27'. The 'Qualifying Sales' section has a dropdown menu for 'Items Costing...' and two input fields for 'of at least' and 'but not more than'. The 'Qualifying Customers' section has a dropdown menu for 'Shipping to (or walk-in to store located in)...' with 'CO' selected. Below this, there are instructions: 'This tax will apply to All ZIP Codes in the specified state.' and 'To specify a tax which is applied only to certain ZIP Codes, please click [Some ZIPs]'. The 'Exemptions' section has two input fields for 'The First' and 'The Amount Over'.

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.

POINT OF SALE - Mastri, Dominick (001-67258)

Associate 999 User, Edge (999) Share... Customer #001-67258

**Dominick Mastri**  
1 Main St  
Naugatuck, CT 06770  
(203) 430-6303  
dmastri@gmail.com

13 24717 22 34259 1557 06/2022

Find Cust Notes / Edit Contact Methods  
Wish List Appts  
No Name **Ship...**

Make Payment (1)  
Pick Up / Finish (5)  
Cancel Order

Sell Item Sell Gift Certificate  
Misc Charge Sell / Activate Card  
Trade / Buy Return / Adjust

Special Order Repair Intake  
Appraisal Intake Custom Job Intake  
No Sale Tracking 6/29/2022 10:55 AM

Park Start Over  
Open Drawer  
Receipts

Line	Item #	QTY	Description	Retail Disc %/\$	Price Tax/Net
1	001-100-02784		Diamond Engagement Ring	\$1,495.00 19.73% \$295.00	\$1,200.00 \$76.20 \$1,276.20
<input type="checkbox"/> Include Care Plan					\$0.00
2	SHIP TO		Dominick Mastri 1 Main St Boulder, Co 80305		\$10.00
				Taxable <input checked="" type="checkbox"/>	\$0.27
					\$10.27

Cash Gift Cert Credit Memo  
Check Tender/Reward Card House Account  
Credit Card Layaway Del Line

Tender Amount

Done Send Invoice  
Save to Wish List Get Invoices


Sub Total \$1,210.00  
Sales Tax  \$76.47  
Total \$1,286.47  
Tendered \$0.00  
Due \$1,286.47

It will also appear on the receipt.

**Sold To:** #001-67258 **Ship To:**

**Dominick Mastri**  
1 Main St  
Naugatuck, Ct 06770  
(203) 430-6303  
Dmastri@Gmail.Com

**Dominick Mastri**  
1 Main St  
Boulder, Co 80305

100-02784  **Diamond Engagement Ring \$1,200.00**

Purchase

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**Shipping and Handling... \$10.00**

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SubTotal... \$1,210.00  
CO Tax... \$76.20  
**Retail Delivery Fee... \$0.27**  
Total... \$1,286.47

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Cash Tendered... \$1,286.47

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

**Sales Tax Report** 6/29/2022  
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Date	Sale #	Ship	Goods			Services			Other		
			Non-Taxable	Taxable	Tax	Non-Taxable	Taxable	Tax	Non-Taxable	Taxable	Tax
6/29/2022	001-307133	CO	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.27
Retail Delivery Fee			\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.27
			\$1,200.00			\$0.00	\$0.00			\$10.00	\$0.27