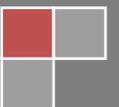


Updated  
2021

# Colorado Division of Gaming

Revenue Online Manual

Updated 2021



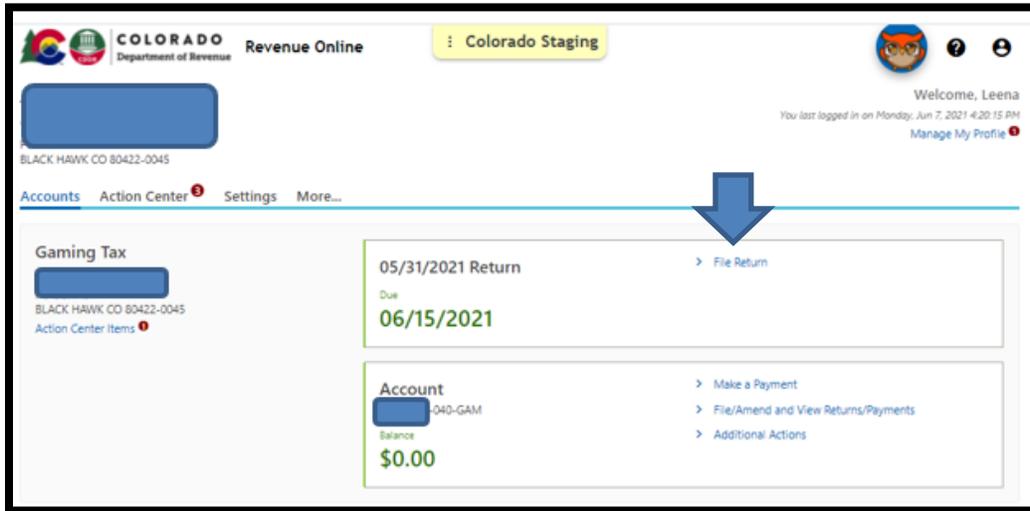
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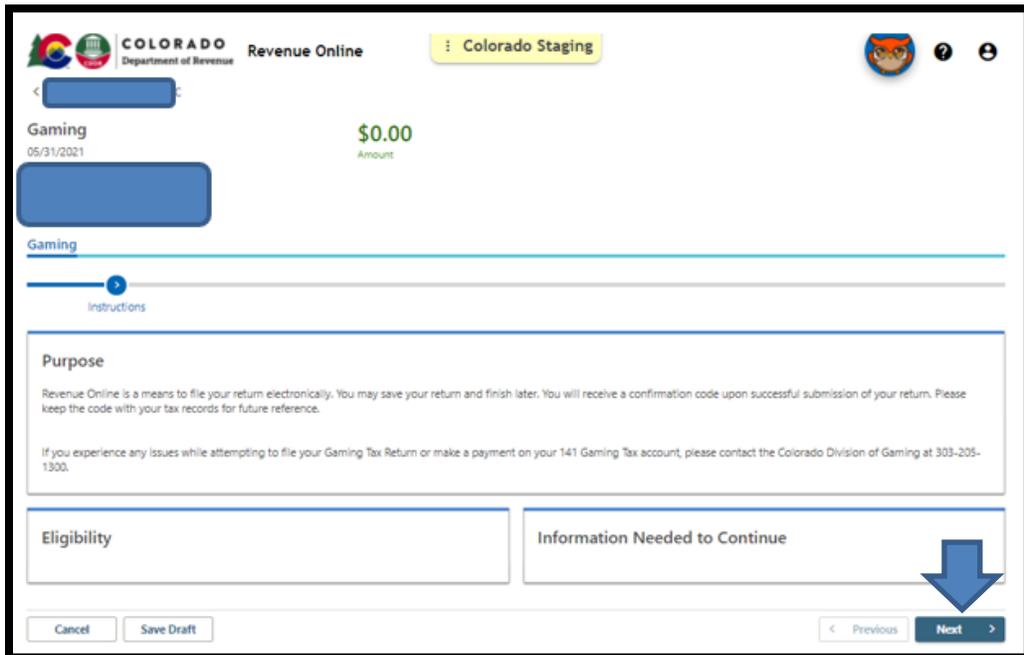


## Gaming Tax (GAM) Account

After logging in to ROL, click on the File Return hyperlink in the Gaming Tax section of the Accounts panel.



The return will open, click on the Next button.



The first time your Gaming Taxes are filed through ROL, a warning message may appear; please select the appropriate option to continue.

The screenshot shows the Colorado Revenue Online interface. At the top, it says "COLORADO Department of Revenue Revenue Online" and "Colorado Staging". The user's name is partially visible. The main heading is "Gaming" with a date of "05/31/2021" and a tax amount of "\$0.00". Below this is a progress bar with "Instructions" (checked) and "Return" (selected). A warning message is displayed: "The system was unable to locate your previous tax return filing. Is this your first time filing?". There are "No" and "Yes" buttons next to the message. At the bottom, there are "Cancel", "Save Draft", "Previous", and "Submit" buttons.

- Selecting NO will prompt you to contact the Division.

This screenshot is identical to the one above, but it includes a red error message at the bottom of the warning box: "The system was unable to locate your previous tax return filing. Please contact the Division of Gaming at 303-205-1300 in order to proceed with submitting this return." There is a red error icon next to this message.

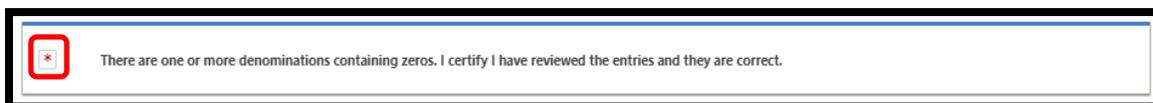
**The system was unable to locate your previous tax return filing. Please contact the Division of Gaming at 303-205-1300 in order to proceed with submitting this return.**

Selecting YES will take you to your first Tax Return.

The Tax Return consists of six sections: [Slot Machines](#), [Table Games](#), [Casino Games](#), [Charitable Gaming](#), [Tax Calculation Breakdown](#) and the [Current Period Return Summary](#). Only white fields can have data input, grayed out fields are not editable.

Slot Machines									
Denomination	Units	Coins In	Drop	Payouts	Hopper Adj	Statewide Contributions	Statewide Secondaries	AGP	f
1 Cent	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5 Cent	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10 Cent	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
25 Cent	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
50 Cent	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1 Dollar	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2 Dollar	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
5 Dollar	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10 Dollar	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
25/50 Dollar	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
100 Dollar	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Greater Than \$100	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Multi Denom	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

When completing the slots or table games information, if there is a row that depicts all zeros (no data entered|not applicable), a check box has been added to the return which prompts the user to review the return and certify those fields should have no figures entered. For example, Casino ABC does not offer Player Banked Poker, before the user can submit the return, the check box must be selected.



## Slot Machines

- **Units** – The average number of active devices on the floor during the month. To arrive at the number of slots to report on the tax return, take the number of slots on floor per day, add up the total number of slots per day for the entire month and divide by the number of days the casino was open during the month. The system will round the number entered to the nearest whole number.
- **Coins-In** – Enter the total dollar value of all coin-in encompassing all drops performed during the month. This information is found on the Theoretical Hold Report and the Monthly Slot Revenue Summary.
- **Drop** – Enter the total dollar value of Drop + Tickets and Slot Coupons Dropped + Electronic-In as defined below.
  - **Drop** – The total dollar value of the drop proceeds for all drops performed during the month and any proceeds resulting from slot tournaments. This information is found

on the Monthly Slot Revenue Summary Report. Drop includes the total amount of coins and bills removed and counted from the drop buckets and bill validators for all drops|counts performed during the month. You may use the total of either the weigh or the wrap for the coins; however, whichever method is selected you must be consistent. Any net proceeds (entry fees less prizes awarded) resulting from a slot tournament held during the month must be included as part of the drop amount reported on the tax return.

- **Tickets and Slot Coupons Dropped** – The total dollar value of tickets and slot coupons inserted into slot machines and processed through the drop and count during the month. The denomination of the tickets and slot coupons dropped is reported on the tax return for the denomination of the machine in which the ticket was inserted.
- **Electronic-In** – This includes the value of all downloaded cashable and non-cashable electronic promotional credits transferred to a slot machine from an Electronic Promotional Credit System.
- **Payouts** – Enter the total dollar value of Jackpot Payouts + Tickets and Slot Coupons Redeemed + Electronic-Out + Fills as defined below.
  - **Jackpot Payouts** – The total dollar value of all manually paid jackpots and accumulated credits documented on jackpot payout slips encompassing all drops performed during the month. This includes any statewide secondary jackpots paid by the casino. This amount is found on the Monthly Slot Revenue Summary and Jackpot Comparison Report.
  - **Tickets and Slot Coupons Redeemed** – The total dollar value of tickets and slot coupons redeemed (at slot machines, cages or kiosks) for the month. The denomination of the tickets and slot coupons redeemed is reported on the tax return for the denomination of the machine from which the ticket was issued.
  - **Electronic-Out** – This includes the value of all non-cashable electronic promotional credits electronically transferred from the slot machine to an Electronic Promotional Credit System.
  - **Fills** – The total dollar value of all fills documented on fill slips encompassing all drops performed during the month. This amount is found on the Monthly Slot Revenue Summary. Initial fills are excluded from this total.
- **Hopper Adjustments** – Enter the hopper adjustment amount for all hopper counts performed during the month. The hopper adjustment amount is the hopper count, less the initial fill or the inventory amount from the last hopper count. The hopper adjustment amount is found on the Monthly Slot Revenue Summary. Refer to the ICMP or call the audit section to determine when a hopper count|adjustment is performed and reported. Hopper adjustments are either increases or decreases to AGP; therefore, enter a positive or a negative number. If the hopper adjustment decreases AGP, the amount reported on the tax return must be shown with a minus “-” sign, i.e. -100.00.

- **Statewide Contributions** – Enter the total dollar value of all primary and secondary statewide contributions for the month. The statewide multi-link vendor provides this information. Statewide contributions are the casino’s prorated portion of all primary and secondary statewide multi-link jackpots paid during the month. Include statewide contributions in the Multi Denom Slot Machine Denomination section, as this is the only game denomination that allows input into the statewide contributions column.
- **Statewide Secondaries** – Enter the total dollar value of all statewide multi-link secondary jackpots paid by the casino and reimbursed by the vendor. Although statewide multi-link secondary jackpots are paid by the casino, the statewide multi-link vendor may reimburse the casino for these jackpots. This information is provided internally from the jackpot payout slips and from the statewide multi-link vendor. Include Statewide Secondaries in the Multi Denom Slot Machine Denomination section, as this is the only game denomination that allows input into the statewide Secondaries column.

Slot Machines									
Denomination	Units	Coins In	Drop	Payouts	Hopper Adj	Statewide Contributions	Statewide Secondaries	AGP	F
1 Cent	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5 Cent	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10 Cent	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
25 Cent	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
50 Cent	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1 Dollar	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2 Dollar	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5 Dollar	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10 Dollar	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
25/50 Dollar	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
100 Dollar	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Greater Than \$100	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Multi Denom	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

- **Adjusted Gross Proceeds (AGP)** – Adjusted Gross Proceeds = Drop – Payouts + Hopper Adjustments – Statewide Contributions + Statewide Secondaries. The system will automatically calculate AGP. You must verify the system calculated AGP agrees to the AGP amounts per your records.
- **Prior Period Adjustments (PPAs)** – If an adjustment to AGP needs to be made for a tax return previously filed *and* after the filing period is closed, contact the Division’s Chief Auditor. You *must* submit supporting documentation to the Division prior to submitting your tax return. The dollar amount is reported in the Prior Prd Adj column for the affected denomination(s). If a PPA has been entered, a box will appear requiring a reason to be entered at the bottom of the return, in

the Current Period Return Summary Information, a check box indicating you have notified the Chief Auditor for the Division of Gaming of this PPA prior to submitting your Gaming Tax Return.

Prior Period Adjustment AGP	
Adjusted Taxable AGP (Current)	100.00
Gaming Tax	0.25
Charitable Tax	0.00
PPA Interest	0.00
<b>Total Due</b>	<b>0.25</b>

**Prior Period Adjustment Explanation**

Explanation: Last month we took a deduction twice for JP Slip #12345.

I certify I have notified the Chief Auditor for the Colorado Division of Gaming of this Prior Period Adjustment (PPA), prior to submitting my Gaming Tax Return.

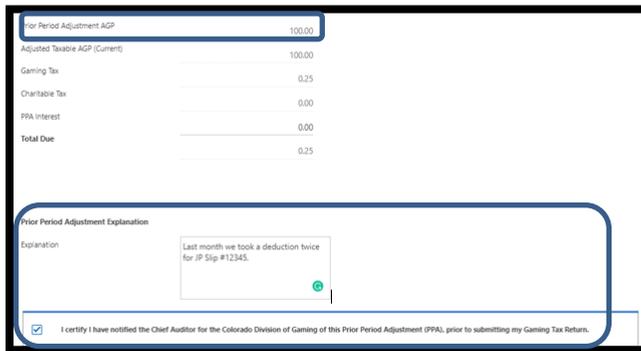
Interest due may need to be added to the Interest section on the tax return, the Division will calculate the amount of Interest due and communicate this figure to the casino representative filing the gaming tax return; it is imperative the Division be contacted prior to submitting a gaming tax return with a PPA. This method is **only** used if the adjustment occurs within the same gaming fiscal year. If an adjustment needs to be made to a tax return from a previous gaming fiscal year, please contact the Division’s Chief Auditor to obtain information on how the adjustment is handled.

## Table Games

### Blackjack, House Banked Poker, Craps and Roulette. Effective May 1/2021: Baccarat, Big 6 Wheel, Casino War, Pai Gow and Other.

- **# of Tables** – To arrive at the number of tables to report on the tax return, take the number of tables on floor per day, add up the total number of tables per day for the entire month and divide by the number of days the casino was open in the month.
- **Drop** – Enter the total dollar value of the drop proceeds for all soft drops|counts performed during the month for each table game type and any proceeds from any table game tournaments held during the month. This includes the face value of all coupons played during the month. This information is found on the applicable Table Game Master Games Summary Report. Any tournament proceeds (entry fees) resulting from a table game tournament held during the month must be included in the drop amount reported on the tax return.
- **Hand Pay** – The total dollar value of all hand paid jackpots for the month. The jackpot amounts are documented on the table games jackpot payout slips.
- **Payouts** – The “Payouts” dollar amount = Openers + Fills – Closers – Credits. These amounts are found on the applicable Table Game Master Games Summary Report.
  - **Openers** – The dollar value of the opening inventory of all applicable table games table tray banks. The inventory amounts are documented on the table inventory forms.
  - **Fills** – The total dollar value documented on fill slips of all chips|tokens requested and delivered to the table banks during the month.

- **Closers** – The dollar value of the closing inventory of all applicable table games table tray banks. The inventory amounts are documented on the table inventory forms.
- **Credits** – The total dollar value documented on credit slips of all chips|tokens removed from the tray banks during the month.
- **Adjusted Gross Proceeds (AGP)** – Adjusted gross proceeds = Drop – Handpay – Payouts. The system will automatically calculate AGP. You must verify the system calculated AGP agrees to the AGP amounts per your records.
- **Prior Period Adjustments (PPAs)** – If an adjustment to AGP needs to be made for a tax return previously filed **and** after the filing period is closed, contact the Division’s Chief Auditor. You **must** submit supporting documentation to the Division prior to submitting your tax return. The dollar amount is reported in the Prior Prd Adj column for the affected denomination(s). If a PPA has been entered, a box will appear requiring a reason to be entered at the bottom of the return, in the Current Period Return Summary Information, a check box indicating you have notified the Chief Auditor for the Division of Gaming of this PPA prior to submitting your Gaming Tax Return.



Prior Period Adjustment AGP	100.00
Adjusted Taxable AGP (Current)	100.00
Gaming Tax	0.25
Charitable Tax	0.00
PPA Interest	0.00
Total Due	0.25

**Prior Period Adjustment Explanation**

Explanation: Last month we took a deduction twice for JP Slip #12345.

I certify I have notified the Chief Auditor for the Colorado Division of Gaming of this Prior Period Adjustment (PPA) prior to submitting my Gaming Tax Return.

Interest due may need to be added to the Interest section on the tax return, the Division will calculate the amount of Interest due and communicate this figure to the casino representative filing the gaming tax return; it is imperative the Division be contacted prior to submitting a gaming tax return with a PPA. This method is **only** used if the adjustment occurs within the same gaming fiscal year. If an adjustment needs to be made to a tax return from a previous gaming fiscal year, please contact the Division’s Chief Auditor to obtain information on how the adjustment is handled.

### Player Banked Poker

- **# of Tables** – To arrive at the number of tables to report on the tax return, take the number of tables on floor per day, add up the total number of tables per day for the entire month and divide by the number of days the casino was open in the month.
- **Drop** – Enter the total dollar value of the drop proceeds for all soft drops|counts performed during the month for all player banked poker tables and any proceeds (entry fees) from any player banked poker tournaments held during the month. This information is found on the Poker Master Games Summary Report. Any entry fees collected from a player banked poker tournament must be included in this amount on the tax return.

- **Adjusted Gross Proceeds (AGP)** – Adjusted gross proceeds = Drop. The system will automatically calculate AGP. You must verify the system calculated AGP agrees to the AGP amounts per your records.
- **Prior Period Adjustments (PPAs)** – If an adjustment to AGP needs to be made for a tax return previously filed **and** after the filing period is closed, contact the Division’s Chief Auditor. You **must** submit supporting documentation to the Division prior to submitting your tax return. The dollar amount is reported in the Prior Prd Adj column for the affected denomination(s). If a PPA has been entered, a box will appear requiring a reason to be entered at the bottom of the return, in the Current Period Return Summary Information, a check box indicating you have notified the Chief Auditor for the Division of Gaming of this PPA prior to submitting your Gaming Tax Return.

Prior Period Adjustment AGP	AGP Current
100.00	100.00
Gaming Tax	0.25
Charitable Tax	0.00
Tax Interest	0.00
<b>Total Due</b>	<b>0.25</b>

**Prior Period Adjustment Explanation**

Explanation: Last month we took a deduction for a loss of \$10,000.

I certify I have notified the Chief Auditor for the Colorado Division of Gaming of this Prior Period Adjustment (PPA), prior to submitting my Gaming Tax Return.

Interest due may need to be added to the Interest section on the tax return, the Division will calculate the amount of Interest due and communicate this figure to the casino representative filing the gaming tax return; it is imperative the Division be contacted prior to submitting a gaming tax return with a PPA. This method is **only** used if the adjustment occurs within the same gaming fiscal year. If an adjustment needs to be made to a tax return from a previous gaming fiscal year, please contact the Division’s Chief Auditor to obtain information on how the adjustment is handled.

## Casino Games

Currently, Keno is the only approved Casino Game. This section will be updated as other Casino Games are approved. Note: Keno AGP is total tickets written minus total winning tickets paid.

## Keno and Other Games

- **# of Games equals # of Units** – To arrive at the number of games on the tax return, take the number of units on floor per day, add up the total number of units per day for the entire month and divide by the number of days the casino was open in the month.
- **Write** – Write means the total dollar amount of tickets written per month. Enter the total dollar value of the write for all tickets written for all Keno played during the month.
- **Paid Winning Tickets** – The dollar amount of ticket paid should be included under the Payout section of the tax return on the keno row.

- **Adjusted Gross Proceeds (AGP)** – Keno Adjusted gross proceeds is the dollar amount of tickets written minus the dollar amount of winning tickets paid. The system will automatically calculate AGP. You must verify the system calculated AGP agrees to the AGP amounts per your records.
- **Prior Period Adjustments (PPAs)** – If an adjustment to AGP needs to be made for a tax return previously filed **and** after the filing period is closed, contact the Division’s Chief Auditor. You **must** submit supporting documentation to the Division prior to submitting your tax return. The dollar amount is reported in the Prior Prd Adj column for the affected denomination(s). If a PPA has been entered, a box will appear requiring a reason to be entered at the bottom of the return, in the Current Period Return Summary Information, a check box indicating you have notified the Chief Auditor for the Division of Gaming of this PPA prior to submitting your Gaming Tax Return.

The screenshot shows a section of a tax return form titled "Prior Period Adjustments (PPAs)". It includes a table with the following data:

Requested Taxable AGP Current	Amount
Gaming Tax	0.25
Charitable Tax	0.00
File Interest	0.00
Total Due	0.25

Below the table is a section titled "Prior Period Adjustment Explanation" with a text box containing the text: "Last month we took a deduction twice for JP Slip #12345." At the bottom of the form, there is a checkbox with the text: "I certify I have notified the Chief Auditor for the Colorado Division of Gaming of this Prior Period Adjustment (PPA), prior to submitting my Gaming Tax Return."

Interest due may need to be added to the Interest section on the tax return, the Division will calculate the amount of Interest due and communicate this figure to the casino representative filing the gaming tax return; it is imperative the Division be contacted prior to submitting a gaming tax return with a PPA. This method is **only** used if the adjustment occurs within the same gaming fiscal year. If an adjustment needs to be made to a tax return from a previous gaming fiscal year, please contact the Division’s Chief Auditor to obtain information on how the adjustment is handled.

## Charitable Gaming

Complete the Charity Name(s), AGP and any PPA amounts in the respective fields. ROL will automatically calculate the amount of tax due from Charitable Gaming based off the AGP entered in this section. The Charitable Gaming tax rate is established by the Colorado Limited Gaming Control Commission’s Rule 14. Please see Rule 14 and the ICMP for additional information regarding Charitable Gaming.

## Tax Calculation Breakdown

The Tax Calculation Breakdown displays a summary of the amount of AGP reported and the calculated tax for the licensee during the current gaming fiscal year. It will break down the amount of AGP reported and Tax for each established Tax Tier.

## Current Period Return Summary

The last section on the tax return depicts a summary of the information entered on the gaming tax return; two fields may need to be modified: Number of days open in the month and PPA Interest.

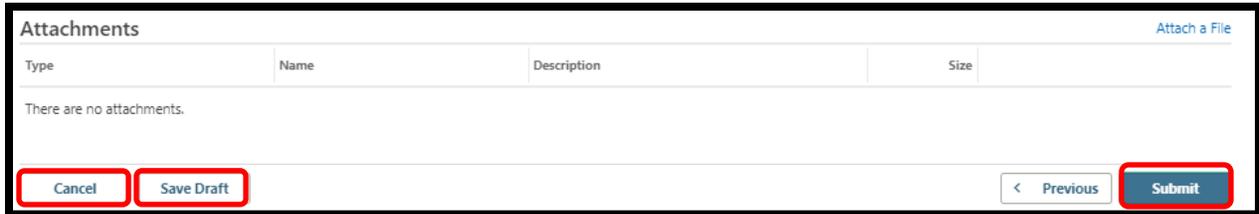
- **Number of days open** – This field will automatically default to the number of days in the filing month. If the casino was open for business for less than the full month, enter the total number of days open.
- **PPA Interest** – If a PPA figure is entered anywhere on the return, which increases AGP, interest due may need to be added to this section on the tax return. The Division will calculate the amount of Interest due and communicate this figure to the casino representative filing the gaming tax return. It is imperative the casino contact the Division’s Audit Section prior to submitting the return.

## Commemorative Coins

Commemorative coins have two different values. The coins are purchased at one value and redeemed from patrons at another value. Throughout the gaming year, the commemorative coins are recorded at their redemption value. At the end of the gaming year, an adjustment is reported on the June tax return to report the difference between the purchased value and redemption value of the commemorative coins. See the ICMP for more details and the formula for calculating the adjustment. Commemorative Coin adjustments should be added to the tax return in the PPA column for the associated denomination of the Commemorative Coin machine. In the explanation box, a note must be added stating the PPA is a result of the Commemorative Coin and not PPA. In the event a denomination has PPA & Commemorative Coin adjustments, the licensee must document the amount of the PPA and the amount of Commemorative Coin separately.

## Submitting the Tax Return

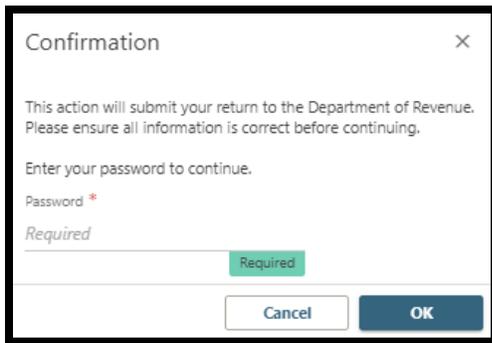
When you have completed your return, select the “Submit” button. If you are not ready to submit your return immediately, you may select the “Save Draft” button. If you select the “Cancel” button, your information will not be saved and you will need to re-enter your data again before you can submit.



Type	Name	Description	Size
There are no attachments.			

Buttons: Cancel, Save Draft, Previous, Submit

When you select “Submit”, a window will pop up requiring you re-enter your password for ROL. Upon entry of a valid password, your return will be submitted.



Confirmation

This action will submit your return to the Department of Revenue. Please ensure all information is correct before continuing.

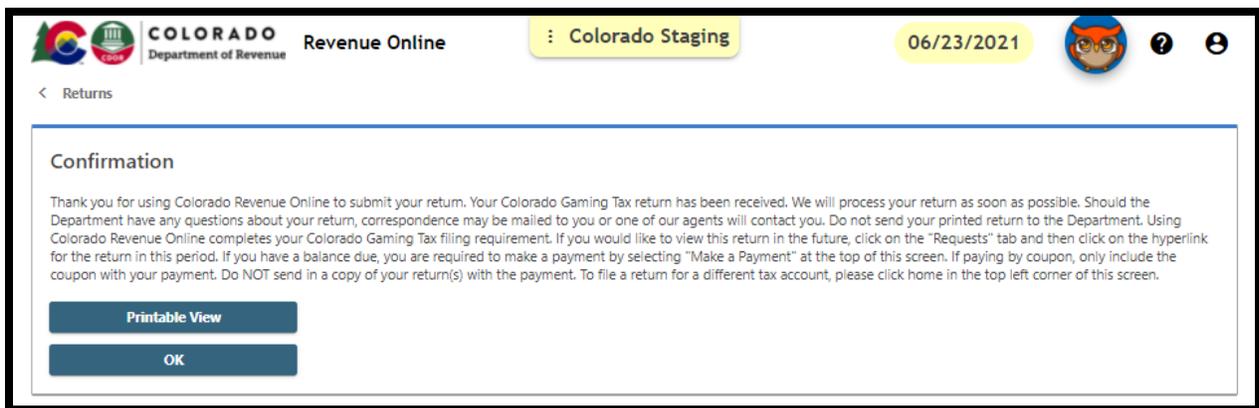
Enter your password to continue.

Password \*

Required

Buttons: Cancel, OK

After the return has been submitted, you may print a .pdf of your tax return by selecting the Printable View button on the confirmation screen, or after filing, the Print hyperlink from the Returns screen.



Colorado Department of Revenue | Revenue Online | Colorado Staging | 06/23/2021

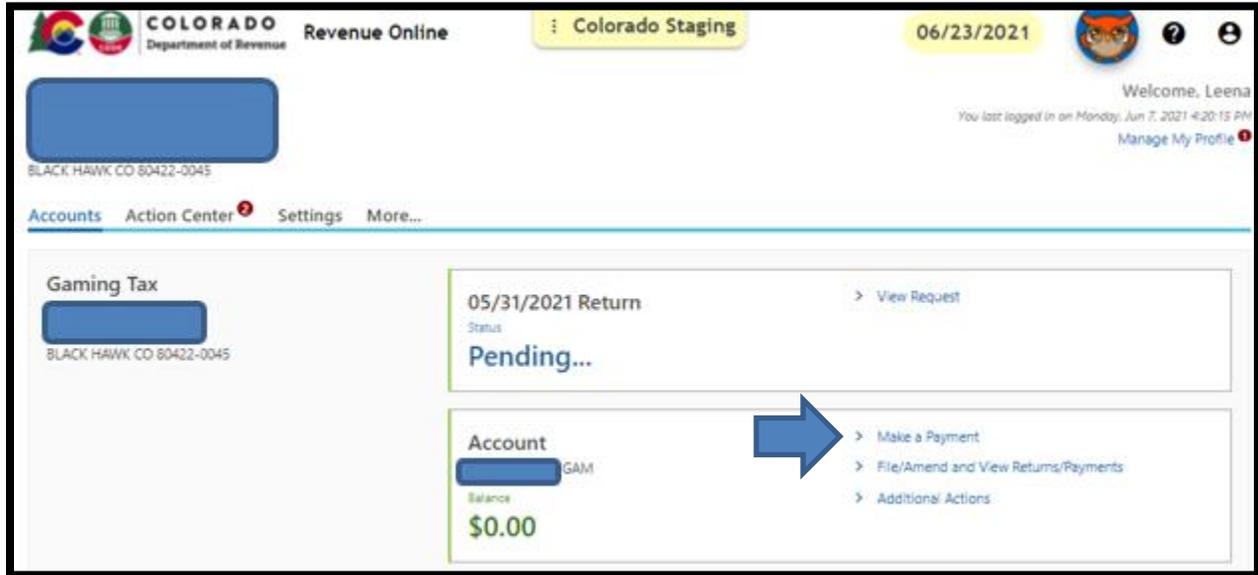
### Confirmation

Thank you for using Colorado Revenue Online to submit your return. Your Colorado Gaming Tax return has been received. We will process your return as soon as possible. Should the Department have any questions about your return, correspondence may be mailed to you or one of our agents will contact you. Do not send your printed return to the Department. Using Colorado Revenue Online completes your Colorado Gaming Tax filing requirement. If you would like to view this return in the future, click on the “Requests” tab and then click on the hyperlink for the return in this period. If you have a balance due, you are required to make a payment by selecting “Make a Payment” at the top of this screen. If paying by coupon, only include the coupon with your payment. Do NOT send in a copy of your return(s) with the payment. To file a return for a different tax account, please click home in the top left corner of this screen.

Buttons: Printable View, OK

## Making a Payment

In the Accounts Panel, click on the Make a Payment hyperlink.



You will be directed to the payment type screen which contains all payment methods accepted for all tax types – it is not specific to 141 Gaming Tax. The two acceptable methods for payment for 141 Gaming Tax are:

- EFT Payment (No Fee) – Pay by electronic funds transfer via ACH debit. Clicking this option will direct you to the PayConnexion (PCX) Website. EFT registration and authorization is required prior to making your payment. Payments cannot be made until 24-48 hours after you register.
- Payment Coupon – Pay by using a payment coupon. If you are unable to pay via PCX, you may pay by check using the Payment Coupon button. If you utilize this option, your payment must be postmarked by the tax due date. Only include the coupon with your payment. Do NOT send in a copy of your return with your payment.

## Notifications|Misc Items

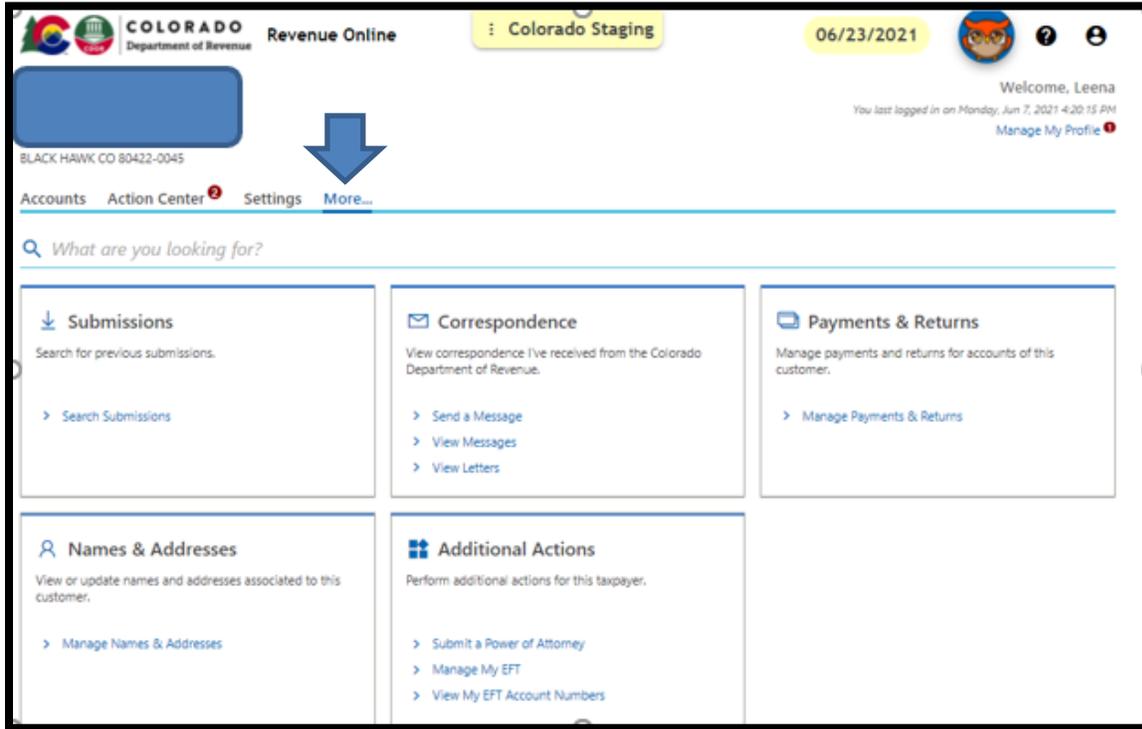
Late returns can be submitted after the tax return deadline – You may pay your taxes due, however you may also be charged Penalty and|or Interest pursuant to C.R.S. 12-47.1-604.

A system notification may be sent out depending on when you submit and pay your 141 Gaming Taxes. On the morning the day taxes are due, if you have not submitted your return and|or if your payment has not posted to your account before 6pm the previous day, the system will automatically send an Email and Web Message indicating we have not received your gaming tax return and|or payment. Please note there are times when a system notification may be automatically generated due to the timing of events.

If you have any questions or would like to confirm the status of your account, please do not hesitate to contact the Division.

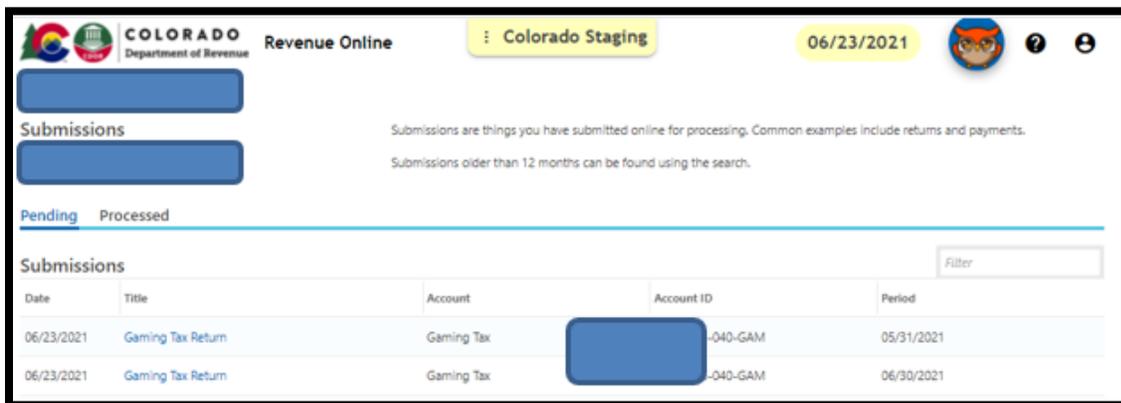
### Other Helpful Features

Depending on your account access, clicking on the More hyperlink provides other features which may be of use when managing your submissions on Revenue Online.



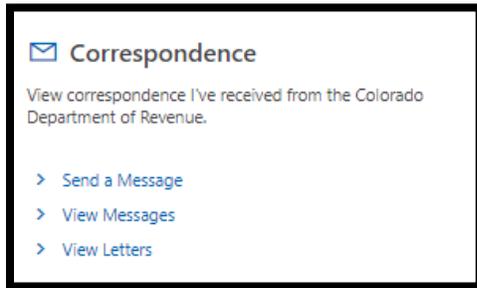
### Submissions

The Submissions tab shows a quick overview of submissions in progress of being completed, completed submissions, and actions that have fully processed in the system. You can click on any of the hyperlinks to jump to the selected item.



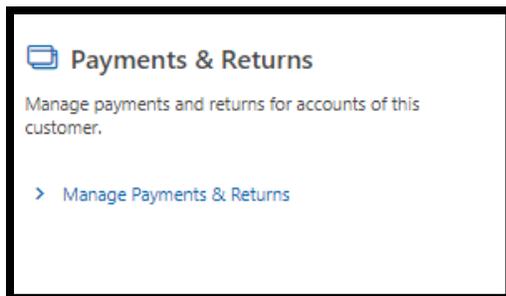
### *Correspondence*

The Correspondence pane displays a list of actions you can take pertaining to your account.



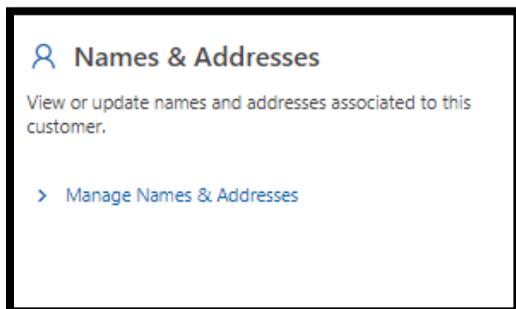
### *Payments & Returns*

The Payments & Returns pane allows you to manage payments and returns for accounts of this customer.



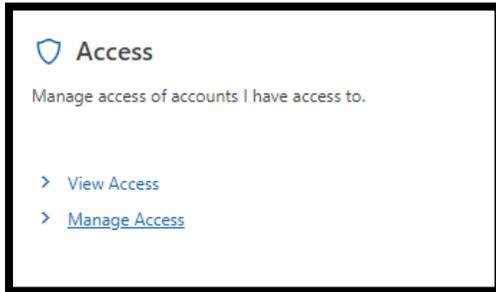
### *Names & Addresses*

The Names & Addresses pane allows you to view names and addresses associated to this customer.



### *Access*

The Access pane (for those with **Full Access Type**) allows for the managing of access of accounts. It displays a list of other individuals who have access to this account, and what their level of access is.



### *Additional Actions*

The Additional Action pane allows you to perform the actions listed for this taxpayer.

