



1600 Broadway, Suite 2200  
Denver, CO 80202

## Tax Credit File Description

Updated September 2025

### Statutory Directive

Pursuant to Colorado Revised Statute §39-22-570, the Colorado Department of Higher Education (CDHE) shall coordinate with institutions of higher education to collect data regarding eligible students and amounts eligible for the tax credit. The data is required to be annually submitted starting January 31, 2026 and will run until January 31, 2033.

CDHE is responsible for formatting and combining all Colorado public postsecondary institutional data into a single file to share with the Colorado Department of Revenue (DOR). Data is annually due to DOR by February 14 of each applicable year to report the prior tax year. The data is used to verify individual Colorado tax returns which claim the tax credit and will be combined with other CDHE data for legislatively required analysis and reporting.

### General

All SURDS documents and resources related to the tax credit are stored on the [IHE Resource page](#). The file is structured to provide data reported at the student- and term-levels. With the amount of eligible tax credit reported for each student for each eligible term within a given tax year. Beyond the amount of eligible tax credit, the file captures information needed by CDHE and DOR to first link data to other SURDS files for legislatively required reporting, and second, assist with individual tax return verification.

Data will include:

- First Name
- Last Name
- ID Type
- SSN or ITIN
- Report Term
- Report Year
- Institutional Code
- Amount of Tax Credit
- Tax Certificate #

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## Selection Criteria

Eligible students must meet the following criteria as laid out in C.R.S. §39-22-570. These criteria are fully articulated in the CO Promise Guidelines and Data Definitions.

- Eligible to receive in-state tuition
- Matriculated to a Colorado public institution of higher education within two years of high school graduation/completion
- Household annual income of \$90,000 or less
- Enrolled in a degree/certification program at a Colorado public postsecondary institution of education
- Accumulated less than 66 credit hours at the start of a term (minus precollegiate credits such as AP, IB, concurrent, etc)
- Complete a term with a 2.5 or better GPA and complete at least six credit hours
- Have paid out-of-pocket towards the cost of tuition and/or fees after all other forms of “free” aid (scholarships, grants, etc) have been applied

CDHE is aware that some data points, such as grades or courses completed, may change after a term and final grades have been submitted. Technical changes added to statute, see C.R.S. §39-22-570(3)(c), directs institutions to take into account data changes and updates occurring on or before January 15th to be utilized in determining eligibility for the prior tax years credit. While individual institutional policies and procedures may allow for changes well past this date, those changes will not impact eligibility for prior tax credits.

## Special Notes for the initial 2026 collection

Department staff have determined and confirmed that data will be collected via SURDS. The Department has a back up option to receive CSV files if an emergency back up is needed.

The data collected by January 31, 2026 will include the following terms:

- Fall 2024 – one time term rolled over into the following tax year
- Spring 2025
- Summer 2025
- Fall 2025

All data will be collected via a single file submitted for 2025.

The Department of Revenue has asked that unique tax certificate numbers be generated to assist with reconciliation and auditing. The certificate number will be a unique identifier to help connect tax returns with mis-entered SSN/ITINs to be more seamlessly connect an individual student to their eligible tax credit. DOR and CDHE believe this will help address reconciliation, fraud prevention, and will help to decrease the additional outreach to individual institutions.

Institutions will create the unique certificate number by using:

- The tax year for which the credit applies
- The SURDS institution code
- The students institutional ID

For more specifics regarding the tax certificate number please see the [SURDS Tax Credit Field Definitions](#). All SURDS documents related to the tax credit are currently housed on the [IHE Resource page](#).