



Business Payroll Accounts Setup

If you operate a business located in Colorado and have employees, you are required to set up accounts with the IRS and the State of Colorado.

Internal Revenue Service FEIN

If you have employees, you need an employer identification number (EIN). If you do not have an EIN, you may apply for one online at www.irs.gov and click on the Apply for an EIN Online link under Tools. You may also apply for an EIN by calling 1-800-829-4933, or you can fax or mail Form SS-4, Application for Employer Identification Number, to the IRS. If you took over another employer's business, do not use that employer's EIN. If you have applied for an EIN but do not have your EIN by the time a return is due, file a paper return and write "Applied For" and the date you applied for it in the space shown for the number.

Colorado Business Express

You are able to set up a Colorado Department of Revenue and a Department of Labor and Employment account at the same time by using Colorado Business Express. Go to <https://apps.colorado.gov/apps/jboss/cbe/interview1.xhtml>. This will then guide you through step by step instructions on how to register for a sales tax license, wage withholding account and an unemployment insurance account.

Colorado Department of Revenue

To obtain your Colorado sales tax and wage withholding account a CR0100 Form must be filled out, you can find this form at <https://www.colorado.gov/pacific/sites/default/files/CR0100.pdf>. Complete sections A, B, D and F, then mail the completed form to Colorado Department of Revenue, Denver CO 80261-0013. You may also apply for a Sales Tax and Wholesale License with this form.

Colorado Department of Labor and Employment

In order to be eligible for Colorado unemployment insurance (UI), the business must have:

- Paid one or more workers a total of \$1,500 in gross wages during any calendar quarter or,
- Employed one or more workers for some portion of a day in 20 different calendar weeks (all 20 calendar weeks must occur within the same calendar year.)

Once you have met the above criteria, you can apply for a Colorado UI Account by completing a UITL-100 form, which you can find this form at https://www.colorado.gov/pacific/sites/default/files/UITL-100_ApplicationForUnemploymentInsuranceAccountAndDeterminationOfEmployerLiability.pdf. If you purchased the assets, stock and/ or employees from a current business, or are a non-profit, you must fill out a UITL-100 Form.



Mail the completed form to:
Colorado Department of Labor and Employment
Unemployment Insurance Employer Services
PO Box 8789, Denver CO 80201-8789.

Once the department receives your application, it will be reviewed and determined whether or not your business is eligible for unemployment insurance. This process can take up to two weeks so make sure to file this application as soon as your business meets the requirements.

EFTPS

The IRS requires FICA payroll tax payments to be made via the Electronic Federal Tax Payment System (EFTPS). This is a free service from the U.S. Department of the Treasury that allows you to pay all of your federal taxes online or by phone. To enroll into EFTPS, you will need a taxpayer identification number, either an EIN or an SSN, your banking account and routing number, and your name and address as it appears on any IRS document. Go to www.eftps.gov and click on the "Enrollment" link, select either business, individual, or federal agency. Enter in the requested information and click on the submit button. In seven business days you will receive a PIN number which you will need to log in and create a password. After you receive your pin, go to www.eftps.gov and click on the "Log In" link. Click on the "Need a Password" link and enter in either your EIN or SSN and the PIN. After you verify your banking information, click "Next" and then create your new password.

Payroll Taxes

You are now set up and ready to start paying your employees and collecting and remitting payroll taxes. There are varying requirements regarding remitting payroll taxes and filing quarterly and annual tax forms. We are happy to help you with this process and can tailor our services to suit your needs, ranging from preparing/filing everything for you, to training you to complete these processes in-house. Please do not hesitate to contact us with any questions regarding your payroll.