





PARTICIPANT (VETERAN) ENROLLMENT CHECKLIST

Participant (Veteran) Name	Representative Name (if applicable)

Welcome to Consumer Direct Care Network (CDCN)!

Please complete the forms listed below, including this one (except in some instances those labeled “if applicable” may not be necessary). Check off each item upon completion. If you would like a paper copy of these forms, please let us know and we will return copies to you.

CDCN and Tax Forms

1. ☐ Participant Data Form
2. ☐ Participant Enrollment Checklist (this form)
3. ☐ Authorized Representative Designation Form (if applicable)
4. ☐ Fiscal Employer Agent Services Agreement
5. ☐ Monthly Reports Preference Form
6. ☐ SS-4 Application for Employer Identification Number (EIN)
7. ☐ 2678 Employer/Payer Appointment of Agent
8. ☐ CR 0100AP Colorado Sales Tax & Withholding Account Application
9. ☐ DR 0145 Colorado Tax Information Designation and Power of Attorney for Representation
10. ☐ UITL-100 Application for Unemployment Insurance Account
11. ☐ UITL-18 Power of Attorney

Supplements (Discuss and keep for future use)

- Employer Packet Instructions
- Payroll Calendar
- Online Timesheet Instructions
- Vendor Payment Request Form
- Status Change Form

I have reviewed and verified the above forms for completeness and all forms are readable.





AUTHORIZED REPRESENTATIVE DESIGNATION FORM

Participant (Veteran) Name	Representative Name

Participants in the Veteran Directed Care (VDC) program can appoint a responsible adult to assist them with managing their services. This person can be a guardian, family member or other supporter who willingly accepts the role as the veteran's advocate and will assist them with program compliance and employer responsibilities.

Authorized Representative Designation

I, the veteran named above, hereby designate and authorize _____,
(Representative's name) to act as my Authorized Representative to direct and manage my services in the VDC program on my behalf.

Participant Signature

Date

Authorized Representative Responsibilities and Attestation

I understand and agree with my role as an Authorized Representative, which includes actively planning and managing the veteran's services under the VDC program.

I understand that my appointment as an Authorized Representative may be revoked at any time by the veteran or myself.

I understand my responsibilities as a Representative will include, but are not limited to:

- Assisting to complete all paperwork to enroll the veteran in the VDC program,
- Hiring, training, scheduling and supervising employees,
- Verifying and signing employee timesheets,
- Monitoring the veteran's budget, and
- Developing an emergency backup plan for instances when regularly scheduled workers are unable to provide service.

I affirm that I know the veteran well, that I understand their healthcare needs, and that I will help them with all aspects of participating in this program.

Representative Signature

Date





Veteran Directed Care Program
FISCAL EMPLOYER AGENT SERVICE AGREEMENT

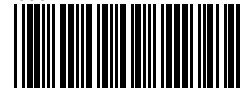
This Fiscal Employer Agent Services Agreement (Agreement) is made and entered into between Consumer Direct for Colorado, LLC doing business as Consumer Direct Care Network Colorado (CDCN) and

_____ Participant, and/or _____ their Guardian
and/or _____ Authorized Representative, if appointed by Participant.

1. The “Participant” is the Veteran receiving services under the Veteran Directed Care (VDC) program.
2. An “Authorized Representative” (AR) may be designated by the Participant to manage day-to-day employee activities on the Participant’s behalf.
3. The “Employer” is the Federal Employer Identification Number (FEIN) Holder, who is the Employer of Record and of Fact, and can employ persons to provide services to the Participant. The Employer of Record may be the Participant or their Authorized Representative.
4. CDCN is the “Fiscal Employer Agent” (F/EA), and as authorized under IRS Revenue Procedure 70-6 for the purpose of payroll and payroll reporting services, will file on behalf of the Employer/FEIN Holder.
5. The Denver Regional Council of Governments (DRCOG) is the “Authorizing Agency” that governs services and authorizes the Participant’s budget. Authorizing Agency recognizes that CDCN, acting as the F/EA, will provide Financial Management Service (FMS) to the Participant/AR.

Responsibilities of Participant/AR

1. Complete all of the forms required by CDCN for its FMS services. This includes accurately filling out all required IRS and state tax and unemployment forms. Failure on part of the Participant/AR to provide required FEIN information or to submit a complete packet may result in a delay in employee payment or the Participant/AR paying out of pocket.
2. Obtain a Federal Employer Identification Number (FEIN) with the assistance of CDCN.
3. Follow all VDC program policies, CDCN policies, and all federal and state employment laws, regulations, and rules.
4. Recruit, interview, check references, hire, train, schedule, manage, and dismiss each employee who provides services. This includes directing the day-to-day care of the Participant and working out conflicts between Employer and employee.
5. Not allowing an employee to begin work until receiving an “Okay to Work” form from CDCN authorizing an employment start date. This is to ensure all employee paperwork has been received, reviewed and approved by CDCN and that Authorizing Agency has approved the Employee’s background check.
6. Provide equal employment opportunities to all employees and interested employees without breaking discrimination law as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, or any other status protected by law in all employment decisions, including recruitment, hiring, changing schedules and number of hours worked, lay off, and



dismissal, and all other terms and conditions of employment. The Participant/AR accepts full and specific responsibility for following equal opportunity laws and requirements regarding Employees. Each employee is to be treated fairly and consistently.

7. Direct employees so that services are not provided while a Participant is in the hospital, nursing home, or other long-term care facility.
8. Review and approve employee work-time records through online time entries or paper time sheets. Records must be submitted in a timely manner according to the CDCN payroll schedule. The Participant/AR can be held accountable for approving records that contain fraudulent information and result in over-billing Authorizing Agency.
9. Ensure employees only work the approved number of hours. The Participant/AR is responsible for making the payment of any wages and expenses that exceed the amount authorized in the Veteran's Spending Plan, or result in an employee working unauthorized overtime.
10. Monitor budget tracking reports provided by CDCN and keep all expenditures within the Participant's authorized budget.
11. Submit paperwork to CDCN for reimbursement to vendors in a timely manner, and only for goods or services approved on the Participant's authorized budget.
12. Immediately Report:
 - a. Any possible fraud to the CDCN Fraud Hotline 1-877-532-8530.
 - b. Abuse, neglect and exploitation of vulnerable adult to appropriate authorities, Authorizing Agency, and CDCN.
 - c. Participant or employee changes within five (5) working days of the change to CDCN. Types of changes to report include: name, address, hospitalization, contact information or employment status.
13. Appoint a temporary Authorized Representative if the Participant or current Authorized Representative is not capable or available to direct the Participant's care.

Responsibilities of CDCN

1. Provide the Participant/AR with all forms and documents necessary to enroll in the VDC program within three weeks of referral from Authorizing Agency. CDCN offers face-to-face enrollment meeting to successfully complete all enrollment materials.
2. Perform background checks on prospective employees the Participant/AR wishes to hire. Results of background screening will be provided to Authorizing Agency for hiring determination.
3. Issue an Employee Enrollment Packet to Participant/AR.
4. Pay wages to employee on a bi-weekly schedule, in accordance with the time records approved by the Participant/AR.



5. Provide Workers' Compensation coverage to employees.
6. Deposit employer-related taxes in the aggregate using Employer of Record's individual FEIN.
7. Follow all IRS and State reporting guidelines.
8. Track the total number of budgeted service hours used and provide reports (by mail or online) to the Participant/AR detailing funds expended, funds remaining, and for planned savings and emergency backup. The Participant/AR is responsible for monitoring tracking reports and not using more service hours than approved.
9. Submit all claims for services to the Authorizing Agency on behalf of the Employer.
10. Obtain Fiscal Employer Agency authorization pursuant to IRS procedure code 70-6 and follow all IRS guidelines including obtaining all proper Federal and State authorizations.
11. Follow all tax exemptions and withholdings as stated on Employee's W-4, and process all tax withholdings & filings including Federal and State income taxes, FICA, Medicare tax, FUTA, and SUTA, and any other mandated withholding, as appropriate, on behalf of the Employer.
12. Inform Participant/AR of Customer Complaint Process and work to resolve any problem.

Limitations on CDCN Payment Obligation

If Participant/AR authorizes use of all hours before the end of the authorization period, Participant/AR will need to make other service arrangements. Additionally, CDCN will not pay for any goods or services that are not authorized by the Authorizing Agency.

Additional Agreement Terms and Conditions

1. **Term and Termination:** This Agreement will be effective as of the signature date noted on the last page of the Agreement and will continue until terminated. Both CDCN and Participant/AR have the right to terminate this Agreement at any time. If CDCN terminates this agreement, CDCN will notify Participant by email or by regular US mail.
2. **Partial Invalidity:** If any portion of this Agreement does not apply to Participant/AR, changes over time, or is determined to be illegal or invalid, that part of the Agreement shall be modified to the extent possible to give it its intended effect and/or meaning, and all remaining provisions of the Agreement shall continue in full force and effect.
3. **Arbitration:** If Participant/AR or CDCN decide that they are unable to resolve a disagreement within thirty (30) days of notification to the other party regarding the dispute, Participant/AR and CDCN will choose someone from the American Arbitration Association together (known as an independent arbitrator) to work out the disagreement. The cost of the person chosen will be paid equally by both Participant/AR and CDCN. The decision of the arbitrator may be given to a judge in the event the decision is not accepted by either party. All arbitration pursuant to this clause shall be conducted in the State of Colorado, in the same district in which the CDCN office is located.



4. **Governing Law:** This Agreement shall in all respects be construed in accordance with and governed by the laws of the State in which your local office is situated, without regard to its conflict of laws rules. Participant/AR and CDCN agree that the courts in the Judicial District in which your primary State office sits shall have exclusive jurisdiction with respect to any controversy or dispute arising out of or relating to this Agreement and not resolved pursuant to the terms of this Agreement.
5. **Indemnification and Hold Harmless:** Participant/AR and CDCN (the “Indemnifying Party”) agree to save and hold each other (the “Indemnified Party”) harmless from and against, and will indemnify each other for, any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Indemnifying Party. If Indemnified Party is sued in court or compelled to arbitrate for damages by reason of any of the acts of Indemnifying Party, Indemnifying Party will defend said action on behalf of Indemnified Party. Alternatively, and with agreement of Indemnifying Party, Indemnified Party may defend the same and any expenses, including reasonable attorney’s fees that Indemnified Party may pay or incur in defending said action and the amount of any judgment, award or settlement that Indemnified Party may be required to pay will be promptly reimbursed by Indemnifying Party upon demand.
6. **Waiver of Terms and Conditions:** The failure of Participant/AR or CDCN in any one or more instances to enforce one or more of the terms and conditions of this Agreement or to exercise any of its rights or privileges, or the waiver of any breach of such terms or conditions, shall not be construed as thereafter waiving any such terms, conditions, rights or privileges, and the same shall continue and remain in force and effect as if no waiver had occurred.
7. **Timely Notification:** The Participant/AR and CDCN agree that all contact must occur in a timely way. Any notice will be given immediately, so that neither Employer nor CDCN is hurt by a delay.
8. **Modification of Agreement:** Any changes to the terms of this Agreement must be in a separate writing, signed and dated by Participant/AR and CDCN.
9. **Modification of Tax Forms:** Participant/AR authorizes CDCN to make applicable changes to the Employer’s tax forms. These changes would be the result of updates noted on the Data Form.
10. **Privacy:** All activities related to this Agreement shall adhere to state and federal confidentiality laws and regulations; including, without limitation the Administrative Simplification provision of the Health Insurance Portability and Accountability Act (“HIPAA”) and regulations promulgated thereunder, 45 C.F.R. Parts 160 – 164 (the “Regulations”), as amended.
11. **Worker Injury:** If the Participant/AR and Employee do not follow CDCN’s safety program policies, safety training requirements, and injury reporting procedures, a reported work-related injury may be denied coverage under the Worker’ Compensation program.
12. **Decision to Serve:** CDCN can choose to not serve the Participant. This will happen if the Participant/AR does not follow policies and procedures or if the Participant’s health and safety needs cannot be met with the self-directed program. CDCN will discuss their concerns with the





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Participant/AR and the Authorizing Agency. If necessary, the Participant's case manager will assist the Participant/AR with transitioning services within thirty (30) days.

13. **Entire Agreement:** This Agreement constitutes the entire agreement between Participant/AR and CDCN and supersedes all prior oral and written statements. This Agreement may be modified, amended or changed only by a written document signed by both Participant/AR and CDCN. This Agreement shall not create any benefits, rights, privileges, remedies or claims for, in, by, or on behalf of any parties who are not signatories to this Agreement.

Conclusion

The FEIN Holder is the Employer (of Fact and of Record). The Participant/AR understands and accepts responsibility for recruiting, hiring, training, supervising and terminating their Employee(s). The Participant/AR is responsible for the actions of their Employees while they are providing services.

Acceptance of this Agreement is shown by signing below.

CDCN Representative, Printed Name	<i>Signature</i>	Date
Participant or Guardian, Printed Name	<i>Signature</i>	Date
Authorized Representative, Printed Name	<i>Signature</i>	Date





MONTHLY REPORTS PREFERENCE FORM

Veteran Name	Representative Name (if applicable)

Consumer Direct Care Network (CDCN) is responsible for providing Participants monthly spending reports detailing funds expended, funds remaining, and funds accumulated for planned savings and emergency backup.

These reports can be viewed in two ways – view them online or wait to receive them by mail. As a Participant with CDCN you have secure access to our online Web Portal (<https://cdcnportal.com/>) which allows you to monitor your budget balances in *real time*. This means that when payroll and vendor payments are processed, the balance information is automatically updated. Using the Web Portal, a Participant can immediately know the balance and status of each budget category.

In order to increase efficiency and reduce waste, we are offering each Participant the option of not receiving a paper version of budget reports each month. No matter which option you choose, you will always have access to the electronic reports on the Web Portal.

How would you prefer to review your *Spending Reports*?

I would like to (choose one):

- ☐ Receive paper reports monthly from CDCN via US Mail
- OR
- ☐ Access and review online reports on CDCN's secure Web Portal

Participant/Authorized Rep. Name

Participant/Authorized Rep. Signature

Date



Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

► Go to www.irs.gov/FormSS4 for instructions and the latest information.

► See separate instructions for each line. ► Keep a copy for your records.

OMB No. 1545-0003

EIN

Type or print clearly.

1	Legal name of entity (or individual) for whom the EIN is being requested					
2	Trade name of business (if different from name on line 1)	3	Executor, administrator, trustee, "care of" name			
4a	Mailing address (room, apt., suite no. and street, or P.O. box)	5a	Street address (if different) (Don't enter a P.O. box.)			
4b	City, state, and ZIP code (if foreign, see instructions)	5b	City, state, and ZIP code (if foreign, see instructions)			
6	County and state where principal business is located					
7a	Name of responsible party		7b SSN, ITIN, or EIN			
8a	Is this application for a limited liability company (LLC) (or a foreign equivalent)? ☐ Yes ☐ No		8b If 8a is "Yes," enter the number of LLC members ►			
8c	If 8a is "Yes," was the LLC organized in the United States? ☐ Yes ☐ No					
9a	Type of entity (check only one box). Caution: If 8a is "Yes," see the instructions for the correct box to check. ☐ Sole proprietor (SSN) _____ ☐ Partnership _____ ☐ Corporation (enter form number to be filed) ► _____ ☐ Personal service corporation _____ ☐ Church or church-controlled organization _____ ☐ Other nonprofit organization (specify) ► _____ ☐ Other (specify) ► _____ ☐ Estate (SSN of decedent) _____ ☐ Plan administrator (TIN) _____ ☐ Trust (TIN of grantor) _____ ☐ Military/National Guard ☐ State/local government ☐ Farmers' cooperative ☐ Federal government ☐ REMIC ☐ Indian tribal governments/enterprises Group Exemption Number (GEN) if any ► _____					
9b	If a corporation, name the state or foreign country (if applicable) where incorporated	State	Foreign country			
10	Reason for applying (check only one box) ☐ Started new business (specify type) ► _____ ☐ Hired employees (Check the box and see line 13.) ☐ Compliance with IRS withholding regulations ☐ Other (specify) ► _____ ☐ Banking purpose (specify purpose) ► _____ ☐ Changed type of organization (specify new type) ► _____ ☐ Purchased going business ☐ Created a trust (specify type) ► _____ ☐ Created a pension plan (specify type) ► _____					
11	Date business started or acquired (month, day, year). See instructions.		12 Closing month of accounting year			
13	Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14. <table><tr><td>Agricultural</td><td>Household</td><td>Other</td></tr></table>		Agricultural	Household	Other	14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$5,000 or less in total wages.) If you don't check this box, you must file Form 941 for every quarter. ☐
Agricultural	Household	Other				
15	First date wages or annuities were paid (month, day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ►					
16	Check one box that best describes the principal activity of your business. ☐ Construction ☐ Rental & leasing ☐ Transportation & warehousing ☐ Health care & social assistance ☐ Wholesale-agent/broker ☐ Real estate ☐ Manufacturing ☐ Finance & insurance ☐ Accommodation & food service ☐ Wholesale-other ☐ Retail ☐ Other (specify) ► _____					
17	Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.					
18	Has the applicant entity shown on line 1 ever applied for and received an EIN? ☐ Yes ☐ No If "Yes," write previous EIN here ►					
Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.					
	Designee's name		Designee's telephone number (include area code)			
	Address and ZIP code		Designee's fax number (include area code)			
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.			Applicant's telephone number (include area code)			
Name and title (type or print clearly) ►			Applicant's fax number (include area code)			
Signature ►			Date ►			



Form **2678 Employer/Payer Appointment of Agent**

(Rev. August 2014) Department of the Treasury — Internal Revenue Service

OMB No. 1545-0748

Use this form if you want to request approval to have an agent file returns and make deposits or payments of employment or other withholding taxes or if you want to revoke an existing appointment.

- If you are an employer or payer who wants to request approval, complete Parts 1 and 2 and sign Part 2. Then give it to the agent. Have the agent complete Part 3 and sign it.

Note. This appointment is not effective until we approve your request. See the instructions for filing Form 2678 on page 3.

- If you are an employer, payer, or agent who wants to revoke an existing appointment, complete all three parts. In this case, only one signature is required.

For IRS use:**Part 1: Why you are filing this form...**

(Check one)

- ☐ You want to **appoint** an agent for tax reporting, depositing, and paying.
☐ You want to **revoke** an existing appointment.

Part 2: Employer or Payer Information: Complete this part if you want to appoint an agent or revoke an appointment.**1 Employer identification number (EIN)**

		-							
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2 Employer's or payer's name
(not your trade name)

--

3 Trade name (if any)

--

4 Address

--

Number Street Suite or room number

--	--	--

City State ZIP code

--	--	--

Foreign country name Foreign province/county Foreign postal code

5 Forms for which you want to appoint an agent or revoke the agent's appointment to file. (Check all that apply.)

	For ALL employees/ payees/payments	For SOME employees/ payees/payments
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Form 940, 940-PR (Employer's Annual Federal Unemployment (FUTA) Tax Return)*	☐	☐
Form 941, 941-PR, 941-SS (Employer's QUARTERLY Federal Tax Return)	☐	☐
Form 943, 943-PR (Employer's Annual Federal Tax Return for Agricultural Employees)	☐	☐
Form 944, 944(SP) (Employer's ANNUAL Federal Tax Return)	☐	☐
Form 945 (Annual Return of Withheld Federal Income Tax)	☐	☐
Form CT-1 (Employer's Annual Railroad Retirement Tax Return)	☐	☐
Form CT-2 (Employee Representative's Quarterly Railroad Tax Return)	☐	☐

*Generally you cannot appoint an agent to report, deposit, and pay tax reported on Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return, unless you are a home care service recipient.

- ☐ Check here if you are a home care service recipient, and you want to appoint the agent to report, deposit, and pay FUTA tax for you. See the instructions.

I am authorizing the IRS to disclose otherwise confidential tax information to the agent relating to the authority granted under this appointment, including disclosures required to process Form 2678. The agent may contract with a third party, such as a reporting agent or certified public accountant, to prepare or file the returns covered by this appointment, or to make any required deposits and payments. Such contract may authorize the IRS to disclose confidential tax information of the employer/payer and agent to such third party. If a third party fails to file the returns or make the deposits and payments, the agent and employer/payer remain liable.

X Sign your name here

--

Print your name here

--

Print your title here

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Date

/	/
---	---

Best daytime phone

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Now give this form to the agent to complete. ➡

Colorado Sales Tax and Withholding Account Application

A	Reason for Filing This Application			
	1. ☐ Original Application ☐ Change of Ownership ☐ Additional Location			
	Do you have a Colorado Account Number? ☐ Yes ☐ No		If Yes, the Account Number	
2. Indicate Type of Organization. If you are not an individual, you must have a FEIN number.				
☐ Individual/Sole Proprietor ☐ Limited Liability Company (LLC) ☐ Corporation/S Corp ☐ Government ☐ General Partnership ☐ Limited Liability Partnership (LLP) ☐ Association ☐ Joint Venture ☐ Limited Partnership ☐ Limited Liability Limited Partnership (LLLLP) ☐ Estate/Trust ☐ Nonprofit (Charitable)				
B	Business Information			
	1a. Last Name (If registering as SSN)		First Name	1b. SSN (Required)
	1c. Business Name (If registering as FEIN)		1d. FEIN (Required)	
2a. Trade Name / Doing Business As (If applicable and for informational purposes only)				
2b. Proof of Identification ☐ State DL/ID ☐ Passport ☐ Other				
Physical Place of Business				
3a. Principal Address		City	State	Zip
3b. County		3c. If business is within city limits, what city?	3d. Phone Number	
Mailing Address (If different than the physical address)				
4a. Last Name		First Name		
4b. Business Name		4c. Phone Number	Mobile Text (Data Rates May Apply) ☐ Yes ☐ No	
4d. Mailing Address		City	State	Zip
5. Email Address				
Email Opt In For ☐ Return Filing ☐ Tax Updates ☐ Revenue Online Instructions ☐ Tax Rate Changes (2x/Year) ☐ Marketplace Information				
If you acquired or purchased the business, complete the following:				
6a. Business Name and Prior Owner's First and Last Name			6b. Date of Acquisition (MM/YYYY)	
6c. Address (Street, City, State, Zip)			6d. Prior Owner's FEIN	
7. Complete the questions below				
Do you sell alcohol? ☐ Yes ☐ No Do you rent motor vehicles for 30 days or less? ☐ Yes ☐ No				
Do you sell tobacco products? ☐ Yes ☐ No Do you rent out items for 30 days or less? ☐ Yes ☐ No				
Do you sell Prepaid Wireless? ☐ Yes ☐ No Do you rent out rooms for 30 days or less? ☐ Yes ☐ No				
Do you sell Medical Marijuana? ☐ Yes ☐ No Do you sell EXCLUSIVELY through the marketplace? ☐ Yes ☐ No				
Do you sell Recreational Marijuana? ☐ Yes ☐ No Are you a Marketplace Facilitator? ☐ Yes ☐ No				
Is your business in a Special taxing district? ☐ Yes ☐ No As a Marketplace Facilitator, do you also sell products? ☐ Yes ☐ No				
8. List specific products and/or services you provide and explain in detail (Required)				



09960



(Form continued on page 2)

9a. Owner/Partner/Corp Officer Last Name			Owner/Partner/Corp Officer First Name			
Job Title				9b. Phone Number		
9c. Address (Street, City, State, Zip)				9d. SSN		
10a. Owner/Partner/Corp Officer Last Name			Owner/Partner/Corp Officer First Name			
Job Title				10b. Phone Number		
10c. Address (Street, City, State, Zip)				10d. SSN		
Additional Owner/Partner/Corp Officers on a separate paper						
C	Sales Tax Account (Fees Apply)					
	1. Indicate Type of Sale: ☐ Wholesaler ☐ Retail-Sales ☐ Charitable					
2a. Filing Frequency: If SALES TAX collected is: ☐ Wholesale Only - Annually ☐ Under \$300/month - Quarterly ☐ Seasonal, write in the months in business ☐ \$15/month or less - Annually ☐ \$300/month or more - Monthly						
2b. License Start Date Required (MM/YYYY)			CO Account Number - Site (Dept Use Only)			
D	Withholding Tax Account (No Fees Apply)					
	1. Indicate which you are applying for:					
	☐ W2 Withholding	2. Filing Frequency: If W2 wage withholding tax amount is ☐ \$1 - \$6,999/Year - Quarterly ☐ \$7,000 - \$49,999/Year - Monthly ☐ \$50,000+/Year-Weekly				
	☐ 1099 Withholding	3. Filing Frequency: If 1099 withholding tax amount is ☐ \$1 - \$6,999/Year - Quarterly ☐ \$7,000 - \$49,999/Year - Monthly ☐ \$50,000+/Year-Weekly				
	☐ W-2G	Monthly				
	☐ Oil/Gas Withholding	4a. Payroll Company, if applicable				
4b. First Day of Payroll Required (MM/YYYY)		4c. Payroll Company Phone Number				
E	Period Covered (Dept Use Only)		FEES (see fees on page 1 of instructions)			
	From	To				
	MM/YY		(0020-810)	State Sales Tax Deposit	(355)	\$
	MM/YY	MM/YY	(0080-750)	Sales Tax License	(999)	\$
	MM/YY	MM/YY	(0100-750)	Wholesale License	(999)	\$
	MM/YY	MM/YY	(0160-750)	Charitable License	(999)	\$
	Mail to and Make Checks Payable to: Colorado Department of Revenue PO Box 17087 Denver, CO 80217-0087			Amount Owed \$		
The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.						
F	Points of Compliance					
	• Renew sales tax license on odd-numbered years • Returns filing frequency is based on tax amount • Required to file, even if zero sales tax due • Sales tax license is only used for wholesale purchase for resale • Sales tax rates may change twice per year • Business account closure or address changes by filing DR 1102					
G	I declare under penalty of perjury in the second degree that the statements made in this application are true and complete to the best of my knowledge.					
	Signature of Owner, Partner, or Corporate Officer		Job Title		Date (MM/DD/YYYY)	

(See fee and additional information on page 1 of instructions)





Tax Information Designation and Power of Attorney for Representation

Office Use Only

Date Received:

Taxpayer Last Name or Business Name	First Name	Middle Initial	SSN, CAN or FEIN
Spouse's Last Name, if returns are filed jointly	First Name	Middle Initial	SSN or CAN
Address	City	State	Zip

Mark only one (the department will accept the federal form 2848, Power of Attorney and Declaration of Representative, in lieu of this document):

- ☐ Tax Information Authorization: Marking this box allows the department to disclose your confidential tax information to your designee. You may designate a person, agency, firm or organization. See Section 39-21-113 (4) (b).
- ☐ Power of Attorney for Representation: Mark this box if you want a person to "represent" you. This means the person may receive confidential information and may make tax decisions on your behalf.

For ☐ All Tax years or ☐ Specific tax years/filing periods:

I hereby appoint the following person as Designee for Tax Information or Attorney for Representation:

Last Name	First Name	Middle Initial	
Mailing Address	Phone Number		
City	State	Zip	Fax Number
Name of business/firm (if applicable)			

Representative's title or relationship to taxpayer

Last Name	First Name	Middle Initial	
Mailing Address	Phone Number		
City	State	Zip	Fax Number
Name of business/firm (if applicable)			

Representative's title or relationship to taxpayer

The above-named is authorized to receive my confidential information and/or represent me before the Colorado Department of Revenue for:

- ☐ All tax matters until this authorization is revoked in writing, **or**
- ☐ Specific tax matters as follows (mark all that apply):





☐ State Sales Tax	Period (MM/DD/YY-MM/DD/YY) —	☐ Partnership Income Tax	Period (MM/DD/YY-MM/DD/YY) —
☐ State Consumer Use Tax	Period (MM/DD/YY-MM/DD/YY) —	☐ Withholding Income Tax	Period (MM/DD/YY-MM/DD/YY) —
☐ Individual Income Tax	Period (MM/DD/YY-MM/DD/YY) —	☐ All Department-Administered Sales Taxes	Period (MM/DD/YY-MM/DD/YY) —
☐ Corporate Income Tax	Period (MM/DD/YY-MM/DD/YY) —	☐ All Department-Administered Consumer Use Taxes	Period (MM/DD/YY-MM/DD/YY) —
☐ Fiduciary Income Tax	Period (MM/DD/YY-MM/DD/YY) —	☐ Other tax (specify)	Period (MM/DD/YY-MM/DD/YY) —

If other, please explain

Signature of Taxpayer(s)

- I acknowledge the following provision: Actions taken by a Power of Attorney representative are binding, even if the representative is not an attorney. Proceedings cannot later be declared legally defective because the representative was not an attorney.
- Corporate officers, partners, fiduciaries, or other qualified persons signing on behalf of the taxpayer(s): I am authorized to sign this form on behalf of the entity or person identified above as the taxpayer because:
 - I am the taxpayer
 - The taxpayer is a corporation, and I am the corporate officer
 - The taxpayer is a partnership, and I am a partner
 - The taxpayer is a trust, and I am the trustee
 - The taxpayer is a decedent's estate, and I am the estate administrator
 - The taxpayer is a receivership, and I am the receiver
 - Other (if none of the above, then explain what representative capacity you have for the taxpayer)
- If a tax matter concerns a joint return, both spouses must sign if joint representation is requested. Taxpayers filing jointly may authorize separate representatives.

Signature	Print Name	Date (MM/DD/YY)
Title (if applicable)		Daytime telephone number
Spouse Signature (if joint representation)	Print Name	Date (MM/DD/YY)

Declaration of Representative — I am authorized to represent the taxpayer(s) identified above for the tax matter(s) specified.

Signature	Date (MM/DD/YY)	Title
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Note: This authorization form automatically revokes and replaces all earlier tax information designations and/or earlier powers of attorney for representation on file with the Colorado Department of Revenue for the **same** tax matters and years or periods covered by this form. **Attach a copy of any other tax information authorization or power of attorney you want to remain in effect.**

If you do not want to revoke a prior authorization, taxpayer sign here	Spouse signature if returns are filed jointly
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Please complete the following, **if known** (for routing purposes only). Otherwise, you may mail this document or submit an electronically scanned copy of the document through Revenue Online, www.Colorado.gov/RevenueOnline

Revenue Employee	
Division	Section
Telephone Number	Fax Number

Send to: Colorado Department of Revenue Denver, CO 80261-0009

If this tax information authorization or power of attorney form is not signed, it will be returned.



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APPLICATION FOR UNEMPLOYMENT INSURANCE ACCOUNT AND DETERMINATION OF EMPLOYER LIABILITY

Complete and mail this application to the address at the top of this page to register your business with us for unemployment insurance (UI) purposes. We will review your application and determine whether you must provide UI coverage for your employees. **All** items must be completed. If an item is not applicable (NA) to you or your business, enter "NA." You can provide additional information at the bottom of page 4 of this application or attach additional sheets of paper.

1. First Date of Payroll in Colorado (**Do not** provide a future date. If the first date of payroll in Colorado has not occurred, **do not** complete this application.)

2. Provide the reason for filing this application.

- ☐ Original application ☐ Reinstatement of existing account Account Number _____
☐ Change of ownership (enclose a copy of the sales agreement and a list of the board of directors for the new business and all acquired businesses)

3. Type of Organization (check only one box)

- | | |
|---|---|
| ☐ Individual/Sole Proprietor | ☐ Joint Venture |
| ☐ General Partnership | ☐ Limited Partnership |
| ☐ Corporation | ☐ Limited Liability Partnership |
| ☐ "S" Corporation | ☐ Limited Liability Limited Partnership |
| ☐ Association | ☐ Limited Liability Company (reported as corporation on Internal Revenue Service Form 8832) |
| ☐ Trust | ☐ Limited Liability Company (reported as sole proprietor or partnership on Internal Revenue Service Form 8832) |
| ☐ Estate | ☐ Stock Sale (only complete page 1 of this application and sign on page 4) |
| ☐ Government | ☐ Other _____ |
| ☐ Religious Organization | |
| ☐ Nonprofit as defined by section 501(c)(3) of the Internal Revenue Code (enclose a copy of your exemption letter from the Internal Revenue Service) | |
| ☐ Other Nonprofit _____ | |

4. Basic Information—Provide the requested employer, address, and contact information.

Legal Business Name (Enter the actual name of the business registered with the Secretary of State, including suffixes such as Inc or LLC, if applicable)

Trade Name/Doing-Business-As Name (if applicable)

Federal Employer Identification Number (required)

Street Address of Principal Place of Business in Colorado (provide a residence address only if it is the only Colorado address; include city, state, and ZIP code)

Telephone Number

Cellular Telephone Number

E-mail Address

Web-site Address

Mailing Address if Different From Above (include city, state, and ZIP code, and in-care-of name, if applicable)

Telephone Number

Legal Name of Owner, Partner, or Corporate Officer

Title

Social Security Number

Telephone Number

Complete Address of Owner, Partner, or Corporate Officer (Residence or P.O. Box, include city, state, and ZIP code)

Cellular Telephone Number

Legal Name of Owner, Partner, or Corporate Officer

Title

Social Security Number

Telephone Number

Complete Address of Owner, Partner, or Corporate Officer (Residence or P.O. Box, include city, state, and ZIP code)

Cellular Telephone Number

Attach additional sheets of paper if there are additional owners, partners, or corporate officers.

Bank Name and Address (provide complete address; include city, state, and ZIP code)

Payroll-Records Location (provide complete address; include city, state, and ZIP code)

Payroll-Records Telephone Number

Office Use Only Coding "Q" Number _____ Coding Date _____ Input "Q" Number _____
Account Type _____ NAICS _____ Organization Code _____ Liability Code _____ Liability Date _____
Qualifying Date _____ Status Code _____ UETR-1 _____



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5. Has this business paid wages or paid other remuneration in lieu of wages such as dividends ("S" corporation only), bonuses, draws, or disbursements?
☐ Yes ☐ No

NOTE: Wages include payments made to corporate officers performing any services in Colorado.

If **Yes**, provide the federal employer identification number (FEIN) if different than the FEIN provided in Item 4 or the UI account number if different than the account number provided in Item 2 if applicable. _____

6. Has this business paid any individual who is considered to be a contractor or subcontractor? ☐ Yes ☐ No

7. Has the business issued or does it intend to issue IRS Form 1099-MISC to any individual. ☐ Yes ☐ No

If **Yes** to Item 6 or 7, describe the type of work performed _____

8. Is this business an employee-leasing company (i.e., does it lease employees to other businesses or management companies)? ☐ Yes ☐ No

9. Are the employees of this business hired through an employee-leasing company or management company? ☐ Yes ☐ No

If **Yes**: Provide the name of the employee-leasing or management company _____

Provide the FEIN and/or UI account number _____

10. Is this business an individual/sole proprietor? ☐ Yes ☐ No

If **Yes**, are there any employees other than the individual, his or her spouse, or his or her children under the age of 21? ☐ Yes ☐ No

11. Is this business a partnership or limited liability organization? ☐ Yes ☐ No

If **Yes**, are there any employees other than the partners or members of the limited liability organization? ☐ Yes ☐ No

12. Select the item that best describes the business's activity in Colorado (check only one box) and provide specific detail below. For additional information regarding these industry descriptions, call Labor Market Information (LMI) at **303-318-8850** or contact LMI in writing at **633 17th Street, Suite 600, Denver, CO 80202**. Additional information is available online at lmigateway.coworkforce.com/lmigateway.

- ☐ Agricultural (list crops, animals, and/or services provided)
☐ Mining (list product being mined and/or services performed)
☐ Utilities (list type and services performed)
☐ Transportation, Communication, or Public Utilities (list type)
☐ Retail Trade (list type of product sold and to whom)
☐ Wholesale Trade (list type of product sold and to whom)
☐ Service (list type and explain in detail)
☐ Finance, Insurance, or Real Estate (list type and explain in detail)
☐ Manufacturing and Assembly (list materials used and products rendered)
☐ Government (list type of agency)
☐ Household/Domestic
☐ Other _____

Construction—General Contractor

- ☐ Residential
☐ Single Family
☐ Multiple Family
☐ Commercial
☐ Industrial/Warehouse
☐ Other Commercial
☐ Speculative Builder/For Sale by Owner
☐ Subcontractor (explain in detail)

Heavy Construction

- ☐ Highway and Steel Construction
☐ Bridge, Tunnel, and/or Elevated Highway
☐ Water, Sewer, Pipeline, and/or Communication
☐ Other Heavy Construction

Provide specific detail regarding the business's activity in Colorado. If more than one service is provided, indicate which is predominant.

NOTE: If the business's entire activity is seasonal or if it has seasonal occupations, a request for seasonal designation can be made by completing and returning Form UITL-5, Request for Seasonal Determination. To obtain this form, go to www.colorado.gov/cdle/ui, click on **Forms and Publications**, and then click on **Employer Forms**. If you have any questions regarding seasonal status, call us at one of the telephone numbers at the top of the initial page of this application.

13. Worksite Information—Provide the following information for each physical location in Colorado. **Do not** provide P.O. boxes, payroll, or accountant addresses. If an employee works from his or her home, you must provide the employee's residence address. Attach additional sheets of paper for more than one physical location in Colorado.

Complete Physical Street Address of Worksite (include city, state, and ZIP code)

Worksite Telephone Number

Worksite Contact Person

Average Number of Employees in a Typical Month

14. Business Acquisition—For purposes of this application, an acquisition is defined as the purchase or transfer of any or all of the assets and/or employees of a previously established business. If this business entity was acquired, in accordance with CESA 8-76-104, we must make a determination regarding the purpose of the business acquisition. If you have any questions regarding the acquisition of a business, call us at one of the telephone numbers at the top of the initial page of this application. Enclose a copy of the sales agreement and a list of the board of directors for the new business and all acquired businesses.

Is the business entity completing this application as a result of a business acquisition? ☐ Yes ☐ No If **No**, skip to Item 17.

If **Yes**: Provide the date of acquisition _____

Check one of the boxes below to indicate the type of acquisition and complete Items 15 and 16.

- ☐ Total Business Acquisition or Employee Transfer—This business acquired **all** of the organization, trade, or business or **substantially all** of the assets of at least one employer or utilizes the services of 90 percent or more of the total number of employees from another employer.

NOTE: This can include a reorganization of a current business.

- ☐ Partial Business Acquisition or Employee Transfer—This business acquired **some** of the organization, trade, or business or assets of at least one employer or utilizes the services of less than 90 percent of the total number of employees from another employer.

NOTE: This can include a reorganization of a current business.



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15. Did the business entity acquire or hire any workers from the prior business who are now employed with the new business? ☐ Yes ☐ No

If **Yes**: How many employees were acquired? _____

How many employees did the prior business have during its last four pay periods?

Last Pay Period _____

Second-to-Last Pay Period _____ Third-to-Last Pay Period _____ Fourth-to-Last Pay Period _____

16. Provide the following information regarding the prior employer.

Prior Legal Business Name	Prior FEIN or UI Account Number
Name of Prior Owner	Current Telephone Number of Prior Owner
Complete Current Address of Prior Owner (include city, state, and ZIP code)	

17. In accordance with the Colorado Employment Security Act (CESA), employers are required to provide UI coverage if one of the following conditions are met. Employers can meet these conditions through the employment of full-time, part-time, and temporary workers (including temporary agricultural workers with an H-2A visa).

NOTE: Calendar quarters are defined as January–March, April–June, July–September, and October–December.

Check the appropriate box and provide the corresponding information that is requested.

Commercial, Industrial, or Professional Organization (as defined in CESA 8-70-113)

☐ Paid one or more workers a total of \$1,500 in gross wages during any calendar quarter in the current or preceding calendar year

Date on which you paid \$1,500 in gross wages during a calendar quarter to meet this requirement _____

☐ Employed one or more workers for some portion of a day in 20 different calendar weeks during the current or preceding calendar year (all 20 calendar weeks must occur within the same calendar year)

NOTE: The services do not have to be performed in consecutive weeks or by the same employee.

Date on which you first employed a worker for some portion of a day to meet this requirement _____

Date on which you employed a worker for some portion of a day in the 20th calendar week to meet this requirement _____

Agricultural Employer (as defined in CESA 8-70-120)

☐ Paid one or more agricultural workers a total of \$20,000 in gross wages during any calendar quarter in the current or preceding calendar year

Date on which you paid \$20,000 in gross wages during a calendar quarter to meet this requirement _____

☐ Employed ten or more workers for some portion of a day in 20 different calendar weeks during the current or preceding calendar year (all 20 calendar weeks must occur within the same calendar year)

NOTE: The services do not have to be performed in consecutive weeks or by the same ten employees.

Date on which you first employed ten workers for some portion of a day to meet this requirement _____

Date on which you employed ten workers for some portion of a day in the 20th calendar week to meet this requirement _____

Household/Domestic-Services Employer (as defined in CESA 8-70-121)

☐ Paid one or more workers performing domestic services in a private home, local college club, or local chapter of a fraternity or sorority a total of \$1,000 in gross wages during any calendar quarter in the current or preceding calendar year

Date on which you paid one or more workers \$1,000 in gross wages during a calendar quarter to meet this requirement _____

Nonprofit Organization, Including Political Subdivision (exempt under section 501[c][3] of the Internal Revenue Code and as defined in CESA 8-70-118)

☐ Political Subdivision/Government

☐ Had four or more workers employed anywhere in the U.S. in any calendar quarter in the current calendar year or preceding calendar year

NOTE: The services do not have to be performed in consecutive weeks or by the same four employees.

Date on which you first employed at least one worker in Colorado _____

Date on which you first employed four workers anywhere in the U.S. to meet this requirement _____

Date on which you employed four workers anywhere in the U.S. in the 20th calendar week to meet this requirement _____

Type of services provided _____

18. Has the owner, partner, or corporate officer of this business entity owned or operated any business in Colorado or does the owner, partner, or corporate officer currently own or operate any other business in Colorado? ☐ Yes ☐ No

If **Yes**, provide the information requested below for each business regardless of whether it is still in operation or related to this business entity. In addition, provide the requested information for all affiliated businesses. Attach additional sheets of paper if necessary.

Legal Business Name	UI Account Number	FEIN
Legal Business Name	UI Account Number	FEIN



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19. Will the business entity file a consolidated federal tax return, including Internal Revenue Service Form 851, with any other business or entity?

☐ Yes ☐ No

If **Yes**, provide the information requested below for each business or entity included in the consolidated tax return. Attach additional sheets of paper if necessary.

Legal Business Name	UI Account Number	FEIN
Legal Business Name	UI Account Number	FEIN

20. Is this business entity the result of a reorganization of a previously existing business entity or entities? ☐ Yes ☐ No

If **Yes**, provide the information requested below for all business entities. Attach additional sheets of paper if necessary.

NOTE: Attach a copy of your reorganization plan. Provide the names of all corporate officers for all entities, a statement explaining the reason for the reorganization, and any cost-benefit analysis that was completed in relation to the reorganization.

Legal Business Name	UI Account Number	FEIN
Legal Business Name	UI Account Number	FEIN

21. Was this business entity purchased as a franchise from a corporation or franchisor? ☐ Yes ☐ No

Was this business entity purchased as a franchise from a corporation or franchisee? ☐ Yes ☐ No

22. Please provide additional information or comments in the space provided below. If you are providing information relative to a question above, please note the question number.

Information/Comments

I certify under penalty of perjury that the above information is true, accurate, and complete to the best of my knowledge. I understand that there are severe penalties for providing false statements and willfully misrepresenting information in order to reduce UI rates.

Name of Company Officer (please print)		Title	
Telephone Number	Alternate Telephone Number		E-mail Address
Signature of Company Officer			Date

The completion of this application is for UI purposes only. If you need to register your business in Colorado for other purposes such as establishing wage withholding, applying for a state sales tax license, or registering a trade name, complete Form CR 0100, Colorado Business Registration. The Colorado Business Registration is available at www.colorado.gov/revenue.



POWER OF ATTORNEY

Please print the information below. Instructions for completing this form are provided on the reverse.

Employer Information

Employer Name	Trade Name	Employer Account Number (Required)	
Business Location Address Only (No P.O. Box Number)	City	State	ZIP Code

Acceptance of New Power of Attorney

Effective Date of Acceptance _____	
Your acceptance of a new power of attorney supersedes any existing power of attorney previously approved by the Unemployment Insurance (UI) Division.	
Power of Attorney Complete Name and Address (No Abbreviations)	Telephone Number
	Email Address

Complete Mailing Address For UI Premium Information and/or forms such as: Wages Paid and Premiums Owed, Billing Statements, and UI Rate Notice.	Telephone Number
	Email Address

Complete only if the benefits mailing address is different from the premiums mailing address you provided above.

Complete Mailing Address For UI Benefits Information and/or forms such as: Requests for Job-Separation Information and Wages Reported and Possible Charges.	Telephone Number
	Email Address

Power-of-Attorney Signature

Print Name of the Power of Attorney Representative (Required)	Title
Power of Attorney Representative Signature (Required)	Date

Employer Approval

I hereby grant permission to the above-named entity or individual to act on my behalf for the purpose stated on this document.	
Print Name of the Employer Official (Required)	Title
Signature of Employer Official (Required)	*Date
☐ SIDES (To add employer account information to SIDES), or go to: http://info.uisides.org	

* Additional input must be received within 6-months from the date in the Employer Approval section.

Office Use Only	Date	Q-Identification Number
Power of attorney is approved and input into the UI system.		

