





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	Authorized Representative Name

Participants in the Veteran Directed Care (VDC) program can select an Authorized Representative (AR) to assist them with managing their services. This person assists with program compliance and employer responsibilities. The AR can be a guardian, family member or other supporter. AR cannot be an employee (caregiver).

Participant's Authorized Representative Designation

I, the Participant (named above), designate and authorize the AR (named above) to direct and manage my VDC services on my behalf.

Participant Signature

Date

Authorized Representative Responsibilities and Attestation

I, the AR, understand and agree with my role to plan and manage the Participant's VDC services.

My AR designation may be revoked at any time by the Participant or myself.

My AR responsibilities include, but are not limited to:

- Assist with completing all Participant VDC program enrollment paperwork.
- Hire, train, schedule, and supervise employees.
- Verify and sign employee timesheets.
- Monitor the Participant's budget and not overspend monthly funds.
- Develop an emergency backup plan to use when regularly scheduled employees are unable to provide service.

I affirm to know the Participant's healthcare needs. I will assist them with participating in all aspects of this program.

Authorized Representative Signature

Date





Veteran Directed Care Program
FISCAL EMPLOYER AGENT SERVICE AGREEMENT

This Agreement is between Consumer Direct for Colorado, LLC doing business as Consumer Direct Care Network Colorado (CDCN) and the following person:

☐ Check here if you are the **Participant**.

My name is: _____. I will be directing my services under this Agreement.

☐ Check here if you are the Participant's **Authorized Representative (AR)**.

My name is: _____. I will be directing the Participant's services under this Agreement.

The Participant's name is: _____.

A. Introduction

1. In this Agreement:

- "Participant" refers to the Veteran who receives Veteran Directed Care (VDC) services.
- "You" refers to the person directing the Participant's services, either the Participant or the Participant's AR.
- "Party" shall mean either You or CDCN individually. "Parties" shall mean You and CDCN together.
- "Employee" refers to an individual who is hired by You to provide authorized services to the Participant.

2. VDC services are authorized by the Denver Regional Council of Governments (DRCOG). A Spending Plan outlines the services and supports the Participant uses to maintain independence at home and in the community.

3. Through this agreement, You have chosen CDCN as your Fiscal Employer Agent (FEA). FEA services give the Participant maximum choice and control specific to their services.

4. CDCN contracts with DRCOG to serve as your FEA. CDCN will provide You with payroll and payroll reporting services, as authorized under IRS Procedure Code 70-6. CDCN will file payroll taxes on your behalf using the Participant/AR's Federal Employer Identification Number (FEIN).

5. Through your FEIN, You are the Employer of Record (EOR) of Employees. You will hire, manage, and dismiss Employees.

B. Participant/AR Responsibilities – You agree to:

1. Complete all the forms required by CDCN for FEA services. This includes federal and state tax forms, unemployment forms and CDCN forms. Failure on your part to provide required information or to submit a complete packet may result in an Employee's wages being delayed or paid by You.

2. Work with CDCN to:

- Obtain a Federal Employer Identification Number.



- Submit paperwork to CDCN for vendor reimbursements in a timely manner only for approved services and goods.
 - Monitor CDCN's monthly budget tracking reports and not use more service hours than what is approved in the Participant's authorized budget.
3. Follow all VDC program rules, CDCN policies, and federal and state employment regulations:
- Recruit, interview, check references, hire, train, schedule, manage, and dismiss Employees. You will direct day-to-day services and resolve conflicts that arise.
 - Employees must receive an Okay to Work form from CDCN before they can start work.
 - Do not discriminate against potential or current Employees for race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, or any other status protected by law. This applies to all employment decisions, including recruitment, hiring, schedule/hour changes, lay off, and dismissal. You accept full responsibility for following equal opportunity laws and requirements so that each Employee is treated fairly and consistently.
4. Review and approve Employee timesheets (paper or on the Web Portal) according to the CDCN payroll schedule. Ensure hours on the timesheet are true and accurate. You can be held liable for fraudulent time approval.
5. Report to CDCN:
- Possible Medicaid fraud immediately to the CDCN Fraud Hotline 1-877-532-8530.
 - Changes to the Participant's or Employee's name, address, telephone number, hospitalization, or employment status within five (5) business days.
6. Report immediately to appropriate authorities suspected abuse, neglect, exploitation, or health risk, i.e. Adult Protective Services, CDCN, and DRCOG.
7. Appoint a temporary AR if You are not capable or available to direct the care.

C. Participant/AR Acknowledgment of Limitations of CDCN Payment Obligation:

CDCN will not pay for tasks and services that are not authorized on the Veteran's Spending Plan. You must monitor the Participant's budget and not use more service hours or budget amounts than what is approved. CDCN is not responsible to pay for:

- Unauthorized overtime and services.
- Overlap of services - two Employees working at the same time.

You agree to reimburse CDCN for payment of any unauthorized wages and expenses.

D. Agency Responsibilities – CDCN agrees to:

1. Provide You with:
- Participant enrollment packet within three weeks of referral from DRCOG. You are also offered a face-to-face enrollment meeting with CDCN to successfully complete the packet.
 - Employee enrollment packets.



- Monthly budget tracking reports.
 - Customer complaint process.
2. Perform payroll and accountant tasks for You, including:
- Pay Employee's wages on a bi-weekly schedule.
 - Perform background checks on Employees You want to hire. Results will be provided to DRCOG for hiring determination.
 - Withhold and arrange Workers' Compensation coverage for your Employees.
 - Process and file all Employer-related taxes in the aggregate using your individual FEIN.
 - Follow all IRS and state reporting guidelines, including obtaining all proper federal and state authorizations for the FEA program.
 - Submit all claims for services to DRCOG on your behalf.

E. Terms and Conditions

Term and Termination: This Agreement starts when it is signed by You and CDCN. Either Party can end the Agreement at any time. CDCN will follow Program Policy and Guidelines when determining service termination is necessary. If CDCN ends the Agreement, You will be notified by email or regular US mail. You agree that ending the Agreement means services from CDCN will stop.

If termination is due to switching to another FEA, it must be done correctly so the tax transition for employee records is accurate. The switch must occur at the end of a quarter or calendar year and follow necessary transfer procedures.

Indemnification: You are in the best position to oversee your employees' actions when they are working for You. Due to this, You agree to indemnify CDCN. This means that if your employees cause property damages or a legal dispute while working for You, You are responsible for paying all damages and legal fees, if damages and fees are assessed to CDCN. CDCN is also not responsible for employees' theft of personal belongings. CDCN is not liable for your employees' actions and damages incurred.

Partial Invalidity: If part of this Agreement is found to be wrong, it does not mean the whole Agreement is not correct. The rest of the Agreement must be followed.

Arbitration: A dispute about this Agreement is handled by an independent arbitrator at the location of the dispute. Parties will split the cost of the arbitrator. Each Party will handle their own legal fees. Parties may agree to another arbitration process.

State Law: If Parties cannot solve a problem through negotiation or talking about the problem, then Colorado laws apply. Any legal action related to this Agreement must be held in the county where CDCN is located.

Modification of Agreement: The Agreement can be changed. Changes must be in writing, signed and dated by both parties.

Timely Notification: Both Parties agree to notify each other in a timely manner about the duties in this Agreement.





Veteran Directed Care Program
FISCAL EMPLOYER AGENT SERVICE AGREEMENT

Assignment: CDCN may sell, assign or transfer this Agreement to another provider without notice. The new owner will have the same rights, benefits, and duties in this Agreement. If this happens, You will receive written notice about the new owner. You may not assign the Agreement without written permission from CDCN.

Modification of Tax Forms: You authorize CDCN to make applicable changes to the Employer of Record's tax forms. These changes will be noted on the Data Form.

Workers Compensation Program: You and your employee must follow CDCN's safety program rules. If not, work-related injuries may be denied coverage under the Workers' Compensation program.

Waiver of Terms and Conditions: Failure to enforce, failure to exercise the benefit of, or waiving the breach of one or more of the Agreement Terms and Conditions does not mean this action will continue in the future. Going forward, both Parties understand the rights and privileges of the Agreement are in full effect.

Relationship of Parties: In this Agreement CDCN is your Fiscal Employer Agent. The only employment arrangement is between You and your Employee. In this arrangement, You are the Employer of Record where You set the working terms with your Employee. CDCN does not control or direct how You and your Employees perform your duties.

Entire Agreement: This Agreement and other written materials describe the complete understanding between You and CDCN. Any verbal agreements do not apply. All agreements must be put in writing.

F. Conclusion:

This Agreement is between You and CDCN. It is not a contract/guarantee of employment for Employees. CDCN does not control or direct how You or the Employees perform duties and responsibilities. You are the direct (managing) employer and Employer of Record of Employees. You are responsible for recruiting, hiring, training and supervising Employees. You are also responsible for monitoring your approved budget and not overspending.

By signing, the Parties agree to follow the Responsibilities, Limitations of CDCN Payment Obligations, and Terms and Conditions stated above.

Participant/AR Name

Signature

Date

CDCN Representative Name

Signature

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 ☐ 1-5 ☐ 6-15 ☐ 16-50 ☐ 51-100 ☐ 101-500 ☐ 501-1,000 ☐ More than 1,000			
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 _____ ☐ Farmers' cooperative _____ ☐ REMIC _____ ☐ State/local government _____ ☐ Federal government _____ ☐ 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

--

Date

/	/
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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?		If Yes, the Account Number	
		☐ Yes ☐ No		
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?	
Do you sell tobacco products?		☐ Yes ☐ No	Do you rent out items for 30 days or less?	
Do you sell Prepaid Wireless?		☐ Yes ☐ No	Do you rent out rooms for 30 days or less?	
Do you sell Medical Marijuana?		☐ Yes ☐ No	Do you sell EXCLUSIVELY through the marketplace?	
Do you sell Recreational Marijuana?		☐ Yes ☐ No	Are you a Marketplace Facilitator?	
Is your business in a Special taxing district?		☐ Yes ☐ No	As a Marketplace Facilitator, do you also sell products?	
		☐ Yes ☐ No	☐ Yes ☐ No	
8. List specific products and/or services you provide and explain in detail (Required)				



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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						
Sales Tax Account (Fees Apply)						
C	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)			
Withholding Tax Account (No Fees Apply)						
D	1. Indicate which you are applying for:					
	☐ W2 Withholding		2. Filing Frequency: If W2 wage withholding tax amount is			
	☐ 1099 Withholding		☐ \$1 - \$6,999/Year - Quarterly ☐ \$7,000 - \$49,999/Year - Monthly ☐ \$50,000+/Year-Weekly			
	☐ W-2G		3. Filing Frequency: If 1099 withholding tax amount is			
	☐ Oil/Gas Withholding		☐ \$1 - \$6,999/Year - Quarterly ☐ \$7,000 - \$49,999/Year - Monthly ☐ \$50,000+/Year-Weekly			
			Monthly			
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.						
Points of Compliance						
F	• 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)

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Colorado Tax Information Authorization or Power of Attorney

1. Taxpayer Information.			
Taxpayer Name (Last, First or Entity), required*		Tax ID Number, required*	Phone Number
Spouse Name (Last, First), if applicable		Tax ID Number, if applicable	Phone Number
Current Mailing Address (if new, mark here: ☐)	City	State	ZIP Code
2. Acts Authorized. Mark either a) or b), required*			
☐ a) TAX INFORMATION AUTHORIZATION. For the tax matters authorized on line 4, I/we hereby appoint the person(s) authorized on line 3 as designee(s) to receive and inspect the taxpayer's confidential tax information from the Colorado Department of Revenue. An individual contact name must be entered on line 3. If a firm or organization is listed on line 3, this authorization will apply to all of its employees, unless this box is marked: ☐ I am appointing only the individual(s) listed on line 3.			
OR			
☐ b) POWER OF ATTORNEY. For the tax matters authorized on line 4, I/we hereby appoint the person(s) authorized on line 3 as attorney(s)-in-fact to represent the taxpayer before the Colorado Department of Revenue. The individual(s) listed on line 3 may receive and inspect the taxpayer's confidential tax information and may perform the acts that the taxpayer may perform—to include signing returns, other forms, agreements, consents, or similar documents—but to exclude endorsing or otherwise negotiating any check issued by the Department, and substituting or adding another representative.			
3. Person(s) Authorized. If applicable, mark here: ☐ I/we also authorize the person(s) listed on the attached page(s).			
Individual Appointee or Contact Name (Last, First), required*		Title or Relationship to Taxpayer	Phone Number, required*
Firm or Organization Name, if applicable		Email Address	Fax Number
Mailing Address	City	State	ZIP Code
Individual Appointee or Contact Name (Last, First), if applicable		Title or Relationship to Taxpayer	Phone Number
Firm or Organization Name, if applicable		Email Address	Fax Number
Mailing Address	City	State	ZIP Code
4. Tax Matters Authorized. This form is effective for all tax periods and all tax and account types within the scope of section 39-21-102, C.R.S., as in effect on the date of the signature(s) below, unless a specific tax period(s) and/or tax or account type(s) is entered here:			
Specific Tax Period (MM/YY – MM/YY)	Specific Tax or Account Type	Specific Tax Period (MM/YY – MM/YY)	Specific Tax or Account Type
5. Revocation or Retention of Prior Forms. This form will automatically revoke and replace any prior form of the same type on file with the Colorado Department of Revenue for the same tax account(s) and period(s), unless this box is marked: ☐ I/we do not want to revoke a prior form of the same type, and a copy of those to remain in effect is attached.			
6. Expiration or Revocation of This Form. This form will automatically expire four years after it is signed, unless an earlier or later expiration date (up to 10 years after signing) is entered here: To revoke or withdraw from a form already submitted, see the instructions.			Expiration Date (MM/DD/YY)
7. Taxpayer Signature. If I sign this form as a corporate officer, partner, guardian, executor, receiver, estate administrator, trustee, or other agent or employee, I affirm under penalty of perjury that I have the legal authority to execute this form on behalf of the taxpayer.			
Signatory Name (Last, First), if applicable		Taxpayer Signature, required*	Date (MM/DD/YY), required*
Title or Relationship to Taxpayer, if applicable		Spouse Signature, if applicable	Date (MM/DD/YY), if applicable

Required Fields: If any are incomplete, this form is invalid. To resubmit, it must be signed again. See the instructions.

Submission: Submit with a protest or separately, at Colorado.gov/RevenueOnline, or by mail to
 COLORADO DEPARTMENT OF REVENUE, PO Box 17087, Denver, CO 80217-0087.



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Department Use Only

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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.		

