

Colorado Business Express

What you need to get started

This online registration site allows you to register a business with the Colorado Department of Labor and Employment (CDLE) in order to establish a Colorado Unemployment Insurance (UI) Employer Account and with the Colorado Department of Revenue (DOR) for a wage withholding account or sales tax account.

Do all businesses have to be registered with the Secretary of State before registering with CDLE or DOR?

You must be registered with the Secretary of State unless you are an Individual Sole Proprietor or General Partnership business in order to use this online application. [Register with the Secretary of State](#).

Can all businesses use this site to register with CDLE?

You may register a business with CDLE on this site if all of the following statements are **true**:

- The business has **never** been assigned a Colorado Unemployment Insurance (UI) Employer Account Number.
- The business has at least one employee in Colorado to whom wages are being paid.
- The business is new or has not previously had an employee in Colorado.
- The business is **not** the result of a change of ownership of an existing business.
- This business is **not** an agricultural employer, a household/domestic employer, a 501(c)(3) or other nonprofit employer, a government employer, or a religious organization.
- This business is **not** the result of a purchase of assets, stocks, and/or employees of a previously established business.

If any of the above statements are **false**, please [download](#), complete, and return Form UITL-100, Application for Unemployment Insurance Account and Determination of Employer Liability.

What information do I need before using this site to register with CDLE?

Before registering a business online with CDLE, you need the following information:

- Business name and trade name, if any.
- Federal Employer Identification Number (FEIN). [Look up FEIN](#).
- Names and contact information for all the owners, partners, and/or corporate officers of this business.
- All applicable addresses, including primary business location, mailing, payroll, banking, primary worksite location, and any other addresses pertinent to the business.
- Date you paid or will pay \$1500 in gross wages in a single quarter OR the ending date (Saturday) of the 20th week in the calendar year that individuals were or will be employed in Colorado. **Example:** On March 1, 2011, a business hires one Colorado part-time employee who earns \$450 per month. The employee works for some portion of each of the 20 weeks that follow. A date of 07/16/2011 is entered for this field. Because the employer did not reach \$1500 in gross wages in a single quarter, the employer is assigned an estimated Qualifying Date of July 16, 2011, and becomes liable to pay unemployment insurance premiums at that time.
- Payroll information, including the first date the business paid wages.
- Bank information.

What information do I need before using this site to register with DOR?

Before registering a business online with DOR, you need the following information:

- Business name and trade name, if any.
- Federal Employer Identification Number (FEIN) or SSN that you want to register your business under. [Look up FEIN](#).
- Names and contact information for all owners, partners, and/or corporate officers of this business.
- All applicable addresses, including primary business location and mailing address.
- First date paid wages.

Can I register more than one worksite location on this site?

You do not need to register more than one worksite. Only one Colorado UI Employer Account Number is issued per employer, regardless of the number of worksite locations.

Existing business can register for a sales tax license or wage withholding account if they do not already have one. This application cannot be used to add additional locations to an existing account.