

Colorado



NEW employers in Colorado, complete steps 1-5 below

EXISTING employers in Colorado, complete step 3 and 5 only

LOCAL TAXING DISTRICTS complete step 5

1. Register for State Withholding Tax

Go to <https://mybiz.colorado.gov/>. Once you have filled out and submitted your company's information you will receive your withholding number.

2. Registering for a UI Employer Account

Go to <https://myui.clouduim.cdle.state.co.us/Employer/Revenue/Registration/EmployerRegistration/EmployerSignup.ASPX> and create a new user login. Then set up your multi-factor verification. Complete your new account registration. Once your account registration is submitted you may access your MyUI Employer+.

3. Assign Payroll City as your TPA

Once you have created your MyUI Employer+ account at you will need to assign Payroll City as your TPA. <https://cdle.colorado.gov/employers/myui-employer-plus>. We should be listed in the drop down list as Payroll City. Enter Payroll City's TPA ID (500003462) and assign the following roles:

- Edit Employment Wage Detail
- View Rate Notice and Voluntary Contribution
- Edit Tax Payments Update and Submit

*Please note that at this step you will be able to view your current rate for unemployment. You will need to submit this to payroll city in step 5.

4. Register for FAMILI

Visit https://myfamliplusemployer.state.co.us/s/login/?language=en_US and click "create an account" to register.

5. Provide Tax ID numbers and applicable rates to Payroll City

- ✓ Submit your Withholding ID
- ✓ Submit your Unemployment ID and rate

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LOCAL TAXING DISTRICTS *continued*

- ✓ Submit your FAMILI ID
- ✓ Submit your OPT account information if applicable

6. Register for Occupational Privilege Tax (OPT) for wages earned in Aurora, Denver, Glendale, Greenwood Village and Sheridan *(continue to page 2)*

To obtain an OPT account, use the appropriate link(s) below:

Denver OPT: <https://www.denvergov.org/ebiztax/>

Glendale OPT: <http://www.glendale.co.us/index.aspx?nid=355>

Aurora OPT: <https://aurorataxportal.gentaxcpc.net/tap/#1>

Greenwood Village OPT: <http://www.greenwoodvillage.com/1220/Occupational-Privilege-Tax-OPT>

Sheridan OPT: <http://ci.sheridan.co.us/index.aspx?NID=288>

**When registering, be sure to note Payroll City or Millennial Mountain as your third-party Payroll Processor if applicable.*