

THIRD PARTY OR CPAS REQUEST FOR RATES AND ACCOUNT NUMBERS INSTRUCTIONS



**Save money and time
by submitting your
requests electronically.**

Once quarterly, please
submit a request for rates
and amounts for your
clients.



Employer Services is working in partnership with our third parties, accountants and CPA community. Third party, accountants and CPAs with 10 or more clients are encouraged to request rates and amounts due of their clients at least once quarterly to keep their files updated.



COLORADO

Department of
Labor and Employment

Division of Unemployment Insurance

INSTRUCTIONS

1. Employer representatives will submit a text file attachment in the format shown below – see chart below.
2. Employer ID or account numbers have 9 digits in this format 123456.78-9.
 - a. Submit the ID with the first 6 digits, then the 9th digit and then the 7th and 8th digit. (Most numbers have zeros for the 7th and 8th digits 123456.00-9.)
 - b. Correct format: 123456900
3. Please note that employer names are optional and not needed.
4. Supply a contact name, phone number and email address so that we may reach you if necessary.
5. Remit the text file via email to: Joseph.Orndoff@state.co.us
6. OR send text file through FEDX or UPS with return payment sticker filled out to send back the information.
7. Employer Services will send back the report via email OR FEDX / UPS as requested.
8. Employer Services' report will include:
 - a. employer name
 - b. account number
 - c. balance - potential credit or debit or zero
 - d. number of missing reports
 - e. rate
9. Requests can be sent in at any time; they will be completed and sent out sometimes the same day, but please allow 3 business days. These are done by request only.
10. Final quarterly balancing on accounts are done at the end of February, May, August and November.

Must send request using this text file format as an attachment.

File Format

Field Name	Beginning Column	Ending Column	Description
Employer ID	1	9	Leading zeroes are required.
			First 6 digits/check digit/distribution point. Example: Employer 001234/9/00 This MUST BE CODED 001234900 not 001234009 nor 001234.00-9
Filler	10	22	MUST BE BLANK
Employer Name	23	57	This name is optional, as the program captures the Employer Name from the QU-EP File