



VOLUNTARY PAYMENT INSTRUCTIONS

Information on this sheet applies only to employers who have a computed rate (Rate Code 1).

Making a voluntary payment may lower your unemployment rate in a calendar year. A voluntary payment is not a prepayment for premiums that you will owe. Once you make the payment, we cannot refund it. Making the payment can change your percent of excess (see **Item 6** on your rate notice). Changing your percent of excess can lower your rate.

If you owe us past-due payments, you cannot use a voluntary payment to lower your rate.

If you choose to make a voluntary payment, send the following to the address at the top of this form:

- A check made out to the Colorado State Treasurer.
- A copy of Your Unemployment Insurance Rate Notice form.
- A letter telling us that you are making a voluntary payment to lower your rate.

Make sure your payment is received by March 14, 2020.

Complete the worksheet to figure out how much your payment needs to be. You will need your excess (**Item 4**), your average annual payroll (**Item 5**), and your percent of excess (**Item 6**) from your rate notice. If you need help, call us at one of the telephone numbers at the top of the form.

Voluntary-Payment Chart

Column I Percent of excess (rate notice Item 6)	Column II Multiplier	Column III Rate can be lowered by:
+20.0 and higher	Not applicable	Not applicable
+18 to +19	0.1950	0.0006
+16 to +17	0.1750	0.0001
+14 to +15	0.1550	0.0004
+12 to +13	0.1350	0.0006
+10 to +11	0.1150	0.0012
+8 to +9	0.0950	0.0023
+6 to +7	0.0750	0.0025
+4 to +5	0.0550	0.0026
+2 to +3	0.0350	0.0064
+0 to +1	0.0150	0.0092
Unrated		
-0 to -1		0.0089
-2 to -3	0.0149	0.0027
-4 to -5	0.0349	0.0027
-6 to -7	0.0549	0.0027
-8 to -9	0.0749	0.0027
-10 to -11	0.0949	0.0026
-12 to -13	0.1149	0.0027
-14 to -15	0.1349	0.0027
-16 to -17	0.1549	0.0027
-18 to -19	0.1749	0.0027
-20 to -21	0.1949	0.0026
-22 to -23	0.2149	0.0027
-24 to -25	0.2349	0.0026
-26 and lower	0.2549	0.0013

*To raise your percent of excess from a -1 or a negative 0 to a positive 0, you must make a payment equal to the amount in **Item 4** on your rate notice. (A negative 0 comes from rounding). To figure out your possible savings, use only **Step 4** of this worksheet.

Worksheet to Figure Out the Amount of a Voluntary Payment

Step 1: Figure out the excess you need to lower your rate

(A)	(B)	(C)
Enter the amount from Item 5 on your rate notice.	Enter the multiplier that matches your percent of excess (Item 6 on your rate notice) from Column II of the Voluntary-Payment Chart.	This is the excess you need to lower your rate.

	x		=	
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If the percent of excess from **Item 6** on your rate notice is a positive (+) amount, use **Steps 2** and **4**. If the percent of excess from **Item 6** on your rate notice is a negative (-) amount, use **Steps 3** and **4**.

Step 2: Positive Percent of Excess: Figure out the amount of your voluntary payment.

(D)	(E)	(F)
Enter the amount from Box C of Step 1	Enter the amount from Item 4 on your rate notice	This is the amount you need to pay to lower your rate by the amount in Column III of the Voluntary-Payment Chart

	-		=	
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Step 3: Negative Percent of Excess: Figure out the amount of your voluntary payment.

(G)	(H)	(I)
Enter the amount from Item 4 on your rate notice. Do not use a minus sign (-)	Enter the amount from Box C of Step 1 .	This is the amount you need to pay to lower your rate by the amount in Column III of the Voluntary-Payment Chart.

	-		=	
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Step 4: Figure out your possible savings

(J)	(K)	(L)
Enter the amount of your estimated payroll on which you will pay premiums for 2020.	Enter the percent of savings from Column III on the Voluntary-Payment Chart.	Savings

	x		=	
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If the savings are more than the voluntary payment, making the payment may be to your advantage.