



UNEMPLOYMENT INSURANCE QUARTERLY-REPORT ADJUSTMENT

INSTRUCTIONS ON REVERSE

Employer Account Number										Batch/Page	
Owner, Partners, or Corporate Name											
1. Correct total number of workers as of the 12 th of each month.											
1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
			Revised Report			Prior Report			Difference		
Qtr./Yr.	2. Total Wages										
	3. Excess Wages										
Rate	4. Chargeable Wages										
	5. Premiums Due										
	6. Interest										
	7. Total Due										
Qtr./Yr.	2. Total Wages										
	3. Excess Wages										
Rate	4. Chargeable Wages										
	5. Premiums Due										
	6. Interest										
	7. Total Due										
Qtr./Yr.	2. Total Wages										
	3. Excess Wages										
Rate	4. Chargeable Wages										
	5. Premiums Due										
	6. Interest										
	7. Total Due										
Qtr./Yr.	2. Total Wages										
	3. Excess Wages										
Rate	4. Chargeable Wages										
	5. Premiums Due										
	6. Interest										
	7. Total Due										
8. Check the box that describes the correction you are making									10. Total Paid		
<input type="checkbox"/> Form UTR-1a (enclosed) <input type="checkbox"/> Form UTR-6a (enclosed) <input type="checkbox"/> No wage report needed											
9. Reason for Adjustment									11. Signature		
									12. Date		

INSTRUCTIONS FOR THE UNEMPLOYMENT INSURANCE QUARTERLY-REPORT ADJUSTMENT

1. **Number of Workers**—Complete this item if the number of workers reported on the original Form UTR-1, Your Quarterly Report of Wages Paid and Premiums Owed, was incorrect. Enter the correct total number of workers for each month.
2. **Total Wages**—Enter the total wages paid within the quarter(s) being adjusted that are subject to unemployment insurance premiums (total gross wages minus allowable deductions).

NOTE: Form UTR-6a, Multiple Quarter Adjustment of Worker’s Wages, must be completed and attached to show any quarterly wage adjustments.

3. **Excess Wages**—Enter wages paid during the quarter that were in excess of the chargeable wage limit for the calendar year. To track excess wages throughout the year, you can download the Premiums Calculator from our website. Go to www.coloradoui.gov and click on **Employers**. Then scroll to the bottom, click on **Online Tools** and select **Premiums Calculator**.

Chargeable Wage Limits					
2022	2021	2020	2019	2018	2017
\$17,000	\$13,600	\$13,600	\$13,100	\$12,600	\$12,500

4. **Chargeable Wages**—This is the first \$17,000 wages paid to a worker during calendar year 2022.

EXAMPLE OF COMPUTING CHARGEABLE WAGES FOR 2022

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Gross Wages	\$6,000	\$6,000	\$6,000	\$6,000
Excess of \$17,000	-0-	-0-	\$1,000	\$6,000
Chargeable Wages	\$6,000	\$6,000	\$5,000	\$0

5. **Premiums Due**—Calculate this amount by multiplying the employer’s rate times the chargeable wages.

Example: $0.0170 \times \$6,000 = \102.00 .

6. **Interest Due**—Enter the amount of interest due. Interest is charged at a rate of 1.5 percent (.015) per month or any portion of a month for premiums paid after the due date.

7. **Total Due**—Enter the total amount of premiums plus interest due for the quarter.

8. **Check the appropriate box** as described below:

- Form UTR-1a, Your Report of Individual Employee’s Wages (enclosed)—Check this box if you are reporting wages using a single quarter form.
- Form UTR-6a, Multiple Quarter Adjustment of Worker’s Wages (enclosed)—Check this box if you are correcting wages previously reported or if wages were incorrectly reported under the wrong unemployment insurance account number and must be transferred to another account.
- No Wage Report Needed—Check this box if completing this form does not affect worker wages previously reported.

9. **Reason for Adjustment**—List the reasons the original report is being changed.

If you have any questions, please call Unemployment Insurance Employer Services at 303-318-9100 (Denver-metro area) or 1-800-480-8299 (outside Denver-metro area) Fax 303-318-9013.