



RE: Colorado SUI Electronic Filing

The State of Colorado (CO) mandates that the Wage Detail be submitted electronically. Therefore, in order for Automatic Data Processing (ADP) to file on behalf of your company, the corresponding information noted below under "Client Role" is required in order to comply with the agency's e-Commerce mandate. (e-Commerce is the paperless exchange of business information using an electronic data exchange.)

In order to avoid the most common deposit and filing rejects that are experienced with this agency, please follow the actions required by your company, as outlined below, and note the impact for non-compliance.

Client Role

- Provide ADP with legal proof of Identification (ID) number assigned to your company. If your company has recently applied for an ID with the agency, please ensure this is provided to ADP by the end of the quarter.
- If you have an existing Colorado State Unemployment (SUI) ID, ensure that the ID is valid and active at the agency.
- Ensure that the Federal ID and the SUI ID that you provided us match the agency's records.
- Contact the Colorado Department of Labor & Employment Business Registration Unit at 1-800-480-8299 should you have questions regarding any of these requirements.

Employer Account Number

It is imperative that your company obtain a valid Colorado employer account number. If you need to register for and employer account number, a link to the Colorado Department of Labor & Employment registration site is provided below.

<https://secure.cdle.state.co.us/CR100/>

ADP Role

- Submit the Wage Detail to the agency.

Non-Compliance Penalties

Please be advised that filings rejected by the agency will be subject to a failure-to-file penalty. In addition, it is important that all company and/or employee-level data (EINs, Social Security Numbers, rates, employee addresses and company name) is verified for accuracy. If there are any discrepancies with the information provided, notify ADP prior to processing your last payroll of the quarter in order to avoid non-compliance penalties.

- Filing the return after the due date will result in a minimum ADP processing fee of \$175.00, which will be your company's responsibility.

We are confident that you will take the necessary steps to ensure compliance with these state-mandated requirements to avoid rejected filings.

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