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Colorado Department of Labor and Employment, Unemployment Insurance Employer Services  
P.O. Box 956, Denver, CO 80201-0956  
303-318-9100 (Denver -metro area) or 1-800-480-8299 (outside Denver-metro area)  
www.colorado.gov/cdle/ui

# YOUR QUARTERLY REPORT OF WAGES PAID AND PREMIUMS OWED

You will receive Form UTR-7, Notice of Employer's Tax Rate, by December 2011. To verify that Unemployment Insurance Operations has your correct mailing address, call 303-318-9100 (Denver-metro area) or 1-800-480-8299 (outside Denver-metro area). You may change your mailing address at www.coworkforce.com: under the "Unemployment Tax" heading (in the left menu), click on Employer-Change-of-Business-Address.

1. Colorado Employer Account Number

2. Reporting QTR/YR

3. Report and Payment Must Be Received By:

4113

4. Federal Employer Identification Number (FEIN)

5. Corrected FEIN

Please type this report. You must fill out and send this report even if you did not pay any wages during the quarter. Make a copy of the completed report and keep it for your records. Return the original. Do not return copies. See instructions.

6. If the premium due for this quarter is less than \$5, do not send any money.

7. Check how you are reporting wages:      Hard copy      File Transfer Protocol (FTP)      Internet

8. For each month, type the number of employees to whom you paid wages for the payroll that includes the 12th of the month. Type '0' (zero) if you had no employees in the pay period.

OCT

NOV

DEC

FOR OFFICE USE ONLY

TD

ER

PW

RC

Enter Dollars and Cents

9. Total wages you paid this quarter (See instructions.) .....

10. Wages that went over ----- \*for each employee in the calendar year during this quarter .\*

11. Total wages on which you must pay premiums this quarter (Item 9 minus Item 10) .....

12. Amount of Premiums you must pay (combined rate x the amount in Item 11). Your combined rate is \_\_\_\_\_ which includes surcharge(s) .....

13. Amount of any interest you must pay .....

14. Amount of any penalty you must pay ...\*

Total Amount Due .....

Please make your check payable to the Colorado State Treasurer. Put your employer account number on the front of your check.

Please Print Name of Preparer

Date Report Completed

Signature of Preparer

Telephone Number

Signature of Owner/Partner/Officer

Telephone Number

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See Instructions

COWA0101 02115113



UITR-1 (R06/2011)

SAMPLE

# YOUR REPORT OF INDIVIDUAL EMPLOYEE'S WAGES

Please **type** this report. Make a copy of the completed report and keep it for your record. Return the original. **Do not** return copies. See instructions.

1. Colorado Employer Account Number

2. Reporting QTR/YR

**4113**

3. Report Must Be Received Due By

**01-31-14**

4. Federal Employer Identification Number (FEIN)

When completing this report:

- Do not use dashes, commas, or periods; only the numbers are required for scanning.
- Do not submit a carbon copy or photocopy.
- List only 14 entries per page\_
- Use black ink only.
- Please type or print legibly.

5. Employee Social Security Number

6. Employee Name

7. Total Wages You Paid the Employee in This Quarter

Total Wages This Page

Your **Total Wages All Pages** for the nonseasonal and seasonal reports must equal your total wages in Item9 on Your quarterly Report of Wages Paid and Premiums Owed form for this quarter.

## YOUR REPORT OF INDIVIDUAL EMPLOYEE'S WAGES

Please **type** this report. Make a copy of the completed report and keep it for your record. Return the original. **Do not** return copies. See instructions.

1. Colorado Employer Account Number

2. Reporting QTR/YR

**4/13**

3. Report Must Be Received Due By

**01-31-14**

4. Federal Employer Identification Number (FEIN)

When completing this report:

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7. Total Wages You Paid the Employee in This Quarter

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