

Colorado



NEW employers in Colorado, complete steps 1-4 below

EXISTING employers in Colorado, complete step 2-4 only

LOCAL TAXING DISTRICTS complete step 5

1. Register for State Withholding Tax and Unemployment Insurance

Apply for both withholding and SUI ID's by visiting <https://mybiz.colorado.gov>. Once you have filled out the online form, you will receive both a withholding and unemployment ID.

2. Assign Payroll City as your TPA

Once you have created your MyUI Employer+ account at you will need to assign Payroll City as your TPA. <https://cdle.colorado.gov/employers/myui-employer-plus> . We should be listed in the drop down list as Millennial Mountain LLC dba Payroll City. Enter Payroll City's TPA ID (500003462) and assign the following roles:

- Edit Employment Wage Detail
- View Rate Notice and Voluntary Contribution
- Edit Tax Payments Update and Submit

3. Register for FAMLI

Starting in 2023, all Colorado employers must register and pay the new required family leave. Links will be provided once the state has completed the portal. For now, you can obtain more information at <https://famli.colorado.gov/>. Notify Payroll City if you are exempt from the employer portion or if you wish to pay the employee portion.

4. Provide Tax ID numbers and applicable rates to Payroll City

- ✓ Submit your Withholding ID
- ✓ Submit your Unemployment ID and rate
- ✓ Submit your FAMLI ID
- ✓ Submit your OPT account information if applicable

5. Register for Occupational Privilege Tax (OPT) for wages earned in Aurora, Denver, Glendale, Greenwood Village and Sheridan *(continue to page 2)*

To obtain an OPT account, use the appropriate link(s) below:

Colorado



LOCAL TAXING DISTRICTS *continued*

Denver OPT: <https://www.denvergov.org/ebiztax/>

Glendale OPT: <http://www.glendale.co.us/index.aspx?nid=355>

Aurora OPT: <https://aurorataxportal.gentaxcpc.net/tap/#1>

Greenwood Village OPT: <http://www.greenwoodvillage.com/1220/Occupational-Privilege-Tax-OPT>

Sheridan OPT: <http://ci.sheridan.co.us/index.aspx?NID=288>

**When registering, be sure to note Payroll City or Millennial Mountain as your third-party Payroll Processor if applicable.*