



# Make It Official Critical Tasks

## **Setup Requirements:**

Secretary of State – Articles, Trade Name or Authority  
Internal Revenue Service:      Form SS-4 – Employer Identification Number (EIN)  
  Form 2553 – S Corporation election  
  Form 8832 – Change Entity Classification  
  Form 1023 or 1024 – Tax-Exempt status application  
Colorado Dept of Revenue – Business Registration  
Colorado Dept of Labor & Employment – Unemployment ID#  
City & County: Sales/Use Tax License Application  
  Business Permitting & Licensure  
Colorado Dept of Regulatory Agencies (DORA) – Professional Licensing  
U.S. Patent & Trademark Office – trade name, trademark or service mark registration

## **Legal Document Requirements:**

Articles of Incorporation or Articles of Organization or Statement of Registration  
Bylaws or Operating Agreement or Partnership Agreement  
Buy-Sell Agreement (multi-owner venture)  
Employment Agreement(s)  
Employee Handbook  
Lease Agreement  
Franchisee Agreement  
Corporate Record Book:      Stock Certificates  
  Stockholder Agreement  
  Board Resolutions  
  First Minutes

## **Periodic Filing Requirements:**

Annual Report – Secretary of State  
Income Tax Return (990, 1120, 1120S, 1065, Schedule C, Schedule E or Schedule F)  
Payroll Tax Returns:      Federal Withholding – 941 (quarterly) or 944 (annual)  
  State Withholding – DR1094 (quarterly)  
  Federal Unemployment – 940 or 940-EZ (annual)  
  State Unemployment – UETR-1 and UETR-1a (quarterly)  
  Federal Payroll Tax Deposit – 8109-B (semi-weekly or monthly)  
  W-3/W-2s (Federal) and DR1093/W-2s (State)  
  1096/1099s  
Sales & Use Tax Returns: State of Colorado / Larimer County (monthly, quarterly or annual)  
  Cities of Fort Collins and Loveland (monthly, quarterly or annual)  
Enterprise Zone Certification – Larimer County - DR0074 (annual)  
Commercial Personal Property Declaration Schedule – Larimer County (annual)  
Employee Benefit Plan Returns (retirement and insurance plans) – IRS - Form 5500 (annual)  
Business Asset Acquisition Statement – IRS - Form 8594 (one-time)

## **Workforce Documentation Requirements:**

Employees:      W-4  
  Federal – Employment Eligibility Verification (I-9)  
  State – Affirmation of Legal Work Status  
Contractors:      W-9

## **Insurance Requirements:**

General Liability	Property
Professional Liability / Malpractice	Workers Comp
Errors & Omissions	Employee Benefits