



Right Start – 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