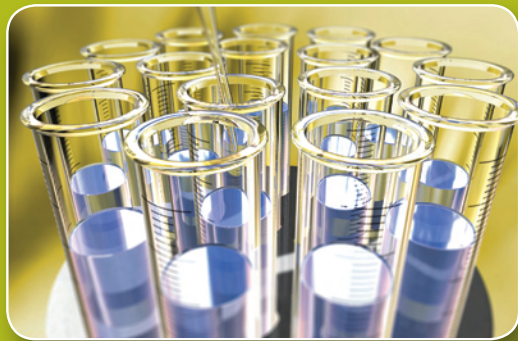


# Colorado

## The Colorado Business Resource Guide

Your success is  
Colorado's success.



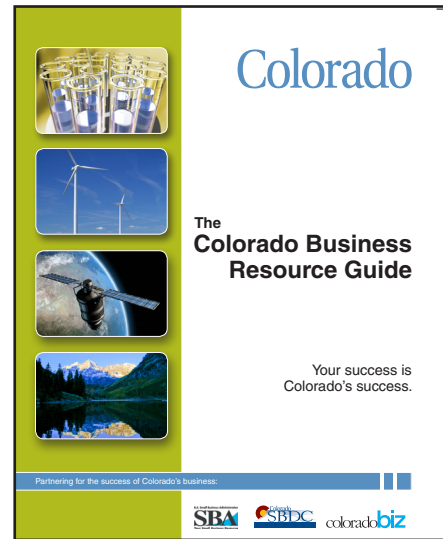
Partnering for the success of Colorado's business:



**A PARTNERSHIP FOR BUSINESS SUCCESS – COLORADO STYLE!**

**DEAR ENTREPRENEUR,**

Thank you for requesting The Colorado Business Resource Guide! This book is one of the most successful and comprehensive business start-up guides in the nation. The Colorado Business Resource Guide is made possible by a collaborative effort between federal and state business assistance agencies and the private sector. As federal and state agency budgets are reduced, this public-private partnership has become the most cost-effective way to produce this tremendous guide. Since its inception in 1998, more than 200,000 copies of The Colorado Resource Guide have been distributed to entrepreneurs across Colorado and the nation. This year's partners include: *ColoradoBiz* Magazine, Colorado District Office, Colorado Office of Economic Development and International Trade, and the Colorado Small Business Development Center Network. There has never been a better time to join Colorado's business community. Over the years, several national publications have ranked Colorado as one of the best places in the country to start, build and grow a new small business. Nearly 98% of all firms in Colorado are considered small. Over 52% of all private sector workers are employed by small businesses. Small business is big business in Colorado! Get involved and take advantage of the support, education and business information outlined in The Colorado Business Resource Guide. Make it a permanent and well-used resource. Our programs will provide invaluable assistance, support and information as you progress through the various stages of your business' growth. Please let us know how we can be of service - we are only a phone call away.



**BEST OF LUCK IN ALL YOUR FUTURE BUSINESS ENDEAVORS.**



This publication was produced in part through a cooperative agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. SBA's participation in this guide does not constitute or imply its endorsement of any opinions, products and/or services (SBA authorization # 04-0811-58). All SBA programs are extended to the public on a nondiscriminatory basis. For the SBA office nearest you, check the U.S. Government pages in the telephone directory, visit our website at [www.sba.gov](http://www.sba.gov), or call the U. S. Small Business Administration's Colorado District Office at (303) 844-2607 or FAX (303) 844-6539.

## THE COLORADO BUSINESS RESOURCE GUIDE

This guide is the product of a joint effort by the Colorado Office of Economic Development and International Trade (OEDIT), the Colorado Small Business Development Centers (SBDC), the U.S. Small Business Administration (SBA) and Colorado District Office. It provides general information to assist you in starting and maintaining a business in Colorado. This Guide references most city, state and federal forms needed to establish a business in Colorado. Depending on your individual requirements, you may obtain these forms on the Internet or request an individual packet:

- **The application for the Employer Identification Number, Form SS-4**

This application is for a Federal Employer Identification Number (FEIN), which must be filed by all businesses except sole proprietors. A sole proprietor is only required to file this form if he/she will have employees. A sole proprietor without employees may be asked for an FEIN by a banking institution, but it is not required. A Sole Proprietor uses his/her Social Security number for income tax purposes. There is no fee associated with processing the application or issuing an FEIN. You can apply by mail or fax.

- **Industry Specific Licensing Information**

This is included when there are state and/or federal licensing, permitting –or registration requirements for your particular business.

- **The Colorado Business Registration, Form CR100**

This is a multipurpose form used to open state sales and use tax accounts, and establish state withholding and unemployment insurance accounts.

- **The Trade Name Registration**

Is done online with the Secretary of State [www.sos.state.co.us](http://www.sos.state.co.us). This is used by general partnerships and sole proprietors who only need to register their trade name.

- **City Sales Tax Applications**

These are required for city sales tax licenses or business registration. For city forms, contact the appropriate city clerk.

- **Secretary of State forms**

To obtain any forms that must be files with the Secretary of State please contact the Secretary of State at (303) 894-2200, [www.sos.state.co.us](http://www.sos.state.co.us) or your SBDC Small Business Hotline at (303) 592-5920 for assistance.

*If you need applications or have further questions, please contact:*

**SBDC SMALL BUSINESS  
HOTLINE at**

**(303) 592 – 5920**

**Good luck and best wishes for a prosperous future in your new business!**