

ARE YOU BEING AFFECTED BY A LAYOFF OR CLOSURE?

You need to know about the best-kept secret in town – and it is free to employers, and employees being laid off. The State Rapid Response Team serves companies that are facing corporate restructuring, downsizing, or closure. The local Workforce Centers of Colorado and the Colorado Department of Labor and Employment work together offering services for employers and employees to transition through the layoff.

The Rapid Response Team meets with employers, onsite, to discuss available services that include:

- Information about on-site Layoff Transition Information Workshops for employees, including the Dislocated Worker Program.
- Information on job placement assistance, and possible on-site career centers. The Rapid Response Team will work hand-in-hand with outplacement firms.
- Information about unemployment insurance benefits.
- If pertinent, information on the Worker Adjustment and Retraining Notification (WARN) Act and/or the Trade Adjustment Assistance/North American Free Trade Agreement (TAA/NAFTA) Programs.

For the employees, the Rapid Response Program provides informational workshops. The workshop content is customized based on the employee needs and may include:

- Accessing the Colorado Workforce Centers and the Dislocated Worker Program.
- Assistance with job placement, resume preparation, career assessment and counseling, classes in basic computer skills, labor market information, veteran's assistance, skill upgrade training and more.
- Tools for a successful work search. Identifying transferable skills and resources available to update skills.

- Financial management, stress management, community support agencies.
- When and how to file for unemployment insurance benefits.

Other services may be available upon request. Services can be accessed up to 180 days prior to the layoff. Let your tax dollars work for you.

For more information, visit our website at:

www.coworkforce.com/EMP/Layoffassistance.asp

or contact Terry Bohannon at: 303-318-8840,
terry.bohannon@state.co.us

The Colorado Rapid Response Team Is
Here To Serve You

YEAR 2003 CHANGE

Effective January 1, 2003, the 20 percent tax credit will not be applied for the calendar year 2003. This credit cannot be applied based on the Trust Fund levels for the year 2003.

TAX SURVEY

We are compiling the results of the Tax Survey Questionnaire that was conducted in July 2002. You can expect the results in the next UI Quarterly News.

Please accept our gratitude and appreciation to those who completed the questionnaire.

VISIT US ONLINE

The Colorado Department of Labor and Employment's Unemployment Insurance (UI) Program continues to improve and enhance its Web site.

www.coloradoworkforce.com

We encourage you to try the customer-friendly and easy-to-use **eServices**.

UI REPORT OF WORKERS WAGES

Employers with 100 or fewer employees may submit Form UTR-1a, Unemployment Insurance Report of Workers Wages, electronically. Employers who filed Form UTR-1a online the prior quarter will be presented with the names and social security numbers of their employees.

EMPLOYER-CHANGE-OF-BUSINESS ADDRESS

At the Employer-Change-of-Business-Address page, you may change one or more of your business addresses for UI purposes online, such as your location, mailing, payroll, banking, or benefits addresses.

For tax inquiries or further information about the UI Web site, you may contact UI Tax Administration between 8 a.m. and 5 p.m. (Mountain time) Monday through Friday. Telephone: 303-318-9100 (Denver-metro area) or 1-800-480-8299 (outside the Denver-metro area) E-mail: unemp.tax@state.co.us



IS THE AMOUNT OF YOUR QUARTERLY TAXES LESS THAN \$5?

Beginning with your first quarter 2002 unemployment insurance (UI) tax report, if the amount of taxes due for the quarter is less than \$5, you are not required to pay that amount. This nonpayment of taxes became effective January 1, 2002. The nonpayment of taxes impacts wage reports for the first quarter 2002 and subsequent quarters.

We are providing you with an example of the Form UTR-77, Worksheet for Potential Payment Waiver, that will assist you in completing your Form UTR-1, Unemployment Insurance Tax Report. Form UTR-77 may also be downloaded from the Web site.

The worksheet provides you with the necessary steps to properly calculate the amount of taxes due and to minimize the creation of unnecessary debits or credits to your Colorado employer UI tax account.

For electronic filing of Form UTR-1, Unemployment Insurance Tax Report, we have updated the **eServices online tax report** at www.coloradoworkforce.com. Once you have accessed the report, enter the required data and click on the Total button. **Calculations to determine if your taxes due are less than \$5 will be done automatically.** You will be informed immediately if your taxes due are less than \$5 and if you are not required to remit the amount due.

For each quarter that you are not required to pay the amount of taxes due, your Colorado employer UI tax account will be credited with the amount due. This will benefit you for purposes of the federal Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return, and the annual computation of your Colorado UI tax rate.

The following Form UTR-77, Worksheet for Potential Payment Waiver, is provided to calculate the amount of taxes due for 2002 and subsequent years. Form UTR-77 may also be downloaded from the Web site.

Before filling out this worksheet, you must first complete your Form UTR-1, Unemployment Insurance Tax Report, (through Line 15) and the Form UTR-73, Tax-Credit-Calculation Worksheet, which is enclosed with your tax report if you meet the criteria for the 20 percent (0.20) tax credit.

Please keep the completed worksheet for your files. It should not be submitted with your Unemployment Insurance Tax Report.

Colorado Employer Account Number	
Quarter/Year Being Calculated	

1. Enter the sum of Lines 12, 13, and 14 from Form UTR-1, Unemployment Insurance Tax Report.	
2. Enter your Tax Credit, if applicable, from Form UTR-73, Tax-Credit-Calculation Worksheet.	
3. Enter amount due this quarter, which is the result of Line 1 minus Line 2 (from this worksheet). If the result is less than \$5, enter zero.	
4. Additional debit or credit amount; add or subtract the amount, as appropriate. (Enter this amount on Line 15 of your Unemployment Insurance Tax Report.) NOTE: The reverse side of the tax report references the form from which you can get debit or credit amounts.	
5. Total amount due, which is the sum of Lines 3 and 4 (from this worksheet). Enter this amount on Line 16 of your Unemployment Insurance Tax Report.	

For further information about Form UTR-77 or to order the form, you may contact:

UI Tax Administration
 8 a.m. through 5 p.m. (Mountain time)
 Monday through Friday:
 Telephone: 303-318-9100 (Denver-metro area)
 1-800-480-8299 (outside Denver-metro area)
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UI Quarterly News

www.coloradoworkforce.com

Rapid Response Team Serving You



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 Unemployment Insurance Operations, Tax Administration
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Bill Owens
 Governor



Vickie L. Armstrong
 Executive Director