



# New Business Resource Guide

If you are starting a business in Colorado the following agencies have information on the steps needed to be a successful business.

To view links to the agencies listed below go to TaxColorado.com, click on Business Tax Basics, then click on Starting a Business on the left of the screen.

## Step One:

Colorado Small Business Development (SBDC)



The SBDC network is dedicated to helping small businesses statewide achieve their goals by providing free, confidential counseling and various training programs to the small business community.

## Step Two:

Local Governments and other Government Agencies



1. Determine in which city, county and special district the business will be located. Then contact these government agencies to determine their tax guidelines and tax account fees.
2. Contact the IRS for a Federal Identification Number (FEIN).
3. Contact the Department of Labor and Employment for wage and employment laws, unemployment insurance registration, and workers' compensation information.
4. Contact the Secretary of State office to set up a Trade Name.

## Step Three:

Colorado Business Express



Apply for your sales tax account through Colorado Business Express. Colorado Business Express will guide you through the process of filing for a sales tax license, wage withholding account, and/or unemployment insurance account.

## Step Four:

Information Resources



After you set up your sales tax account, the following publications and forms will provide you with answers to most of your questions. Links to publications can be found at TaxColorado.com then click on Tax Information.

FYI Publications

Tax Workshops and Education

Tax Index

## Step Five:

Revenue Online



Finally once you have your Colorado sales tax account set up you can sign up through Revenue Online to file , pay and manage your sales tax account .