

# 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  
City & County: Sales/Use Tax License Application  
Business Permitting & Licensure  
Colorado Dept of Regulatory Agencies  
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 (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 or Weld County (annual)  
Employee Benefit Plan Returns (retirement and insurance plans) – IRS Form 5500 (annual)  
Business Asset Acquisition Statement – IRS Form 8594 (attached to initial business return)

## **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