

Colorado Unemployment Notice



COLORADO
Department of
Labor and Employment

Provide this notice to all employees on their last day of work.

Employer Name:	
Employer Address:	

Employee Name:	
Employee Address:	
Employee ID or last four digits of SSN:	
Employee First Date Worked:	
Employee Last Date Worked:	
Year to date earnings:	
Wages for the last week worked:	
Reason for Separation:	

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the state UI eligibility laws. You may file a UI claim the first week that your employment stops or your work hours are reduced.

For assistance and information about filing a UI claim do one of the following:

- Visit the Colorado Department of Labor's website at <https://cdle.colorado.gov/unemployment>
- Call the customer service line 24 hours a day at 303-318-9000, or 1-800-388-5515 if you are located outside the Denver metro area.
 - En Español: Denver Metro: 303-318-9333 / Toll-Free: 1-866-422-0402
 - Deaf and Hard of Hearing (TTD): Denver Metro: 303-318-9016 / Toll Free: 1-800-894-7730

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You will need to provide the following information in order for the state to process your claim:

- Your social security number
- If you are not a citizen of the United States, you will need to have your alien registration number and their work authorization card/document number
- Your residential address
- Your mailing address
- Your telephone number
- Your birth date
- Your employment history (past 18 months), which includes:
 - The names of all your employers
 - Employer addresses
 - Employer telephone numbers
 - Reasons you stopped working for your employers
 - Employment start and end dates
 - Return-to-work date, if applicable
 - Rate of pay
 - Gross amount and date(s) received of any additional income
 - Tax documentation from the previous three years
- If you are a member of a union, your union name and local number, address, telephone number, and contact person
- If you were in the military, you will need information from your DD 214 Member 4
- If you were a federal employee, you will need information from your SF-8 or SF-50
- Your email address
 - If you do not have one, please contact us at 1-800-388-5515
- If you want to use direct deposit, you will need your bank account number and bank routing number
- If you were self-employed or a gig worker, your tax forms, such as 1040, 1065, 1120, 1120A
 - You may also be asked for certain schedules depending on your type of self-employment