

REG1/6.8/SM1/1996

STATE OF COLORADO

EXECUTIVE CHAMBERS
136 State Capitol
Denver, Colorado 80203-1792
Phone (303) 866-2471



Roy Romer
Governor

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Small business is the backbone of our state's economy. Colorado state government is committed to being your partner as you work to build a successful business. The programs listed in this brochure have been developed to help you. The centerpiece of our efforts is the Small Business Hotline. Please call it at (303) 592-5920 or 1-800-333-7798 if we can help.

Colorado appreciates you and the contributions you are making to our state and economy. I hope you will use the services explained in the brochure. Good luck.

Sincerely,

Roy Romer
Governor

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/Colorado business information guide



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COLORADO BUSINESS INFORMATION GUIDE



Small Business Hotline

(303) 592-5920

1-800-333-7798

8:00 A.M. to 5:00 P.M.
Monday through Friday

1560 Broadway Suite 1530
Denver CO 80202

Colorado Business Assistance Center

Business Assistance Center

1560 Broadway, Suite 1530
Denver, Colorado 80202
592-5920
1-800-333-7798

- ✓ A joint project of the Office of Regulatory Reform, the Office of Business Development, the Department of Revenue, and the Department of Local Affairs. The center operates a TOLL FREE INFORMATION HOTLINE and walk in office for new or expanding businesses on regulatory requirements and sources of financial or management assistance.
- ✓ Provides the Colorado Business Start-Up Kit, a basic guide for starting a business in Colorado, customized for each new business.
- ✓ Saves time for small business by providing information on federal, state, and local licensing, permitting and reporting requirements for businesses.
- ✓ Operates a one stop walk in service center for immediate trade name registration, sales tax licensing and the opening of state wage withholding accounts.

Office of Regulatory Reform

1560 Broadway, Suite 1530
Denver, Colorado 80202
(303) 894-7839

- ✓ Serves as a liaison for small businesses to help cut red tape with government agencies.
- ✓ Conducts hearings statewide to elicit regulatory concerns of the business community.
- ✓ Works to eliminate unnecessary, duplicative and burdensome regulations.
- ✓ Acts as the ombudsman for Colorado small business under the Colorado Clean Air Act.

Disadvantaged Business Certification

(303) 894-2355, determines eligibility of minority and woman owned businesses to participate as disadvantaged business enterprises on projects for the Colo. Dept., of Transportation, the RTD, the Denver Water Board and the cities of Colorado Springs and Greelev.

Department of Labor & Employment

1515 Arapahoe St.
Denver, Colorado 80202

Unemployment Insurance Unit (303) 620-4785, answers questions regarding unemployment insurance rates and responsibilities.

Employment Services (303) 620-4226, administers 36 Job Service Centers which provide placement and training services.

Labor Standards Unit (303) 572-2241, administers and answers state labor law questions including minimum wage, overtime, child labor, breaks and termination.

Division of Workers' Compensation (303) 575-8700, provides case management of workers' compensation cases. Will answer questions regarding employer responsibilities under workers' compensation.

Labor Market Information (303) 620-4856 compiles, analyzes and publishes statistical information on Colorado employment.

International Trade Office

1625 Broadway, Suite 900
Denver, Colorado 80202
(303) 892-3850

Provides assistance to business owners and promotes export of Colorado products, reverse investment, and tourism.

Department of Administration

Division of Purchasing (303) 866-6100

Department of Agriculture

Division of Markets (303) 239-4114

Department of Education

Department Operator (303) 866-6600

Department of Higher Education

Department Operator (303) 866-2723

Department of Law - Attorney General

Consumer Protection (303) 866-5230

Consumer Credit (303) 866-4494

& Collection Agencies or 1-800-332-2071

Department of Local Affairs

Department Operator (303) 866-2771

Department of Natural Resources

Department Operator (303) 866-3311

Department of Public Health & Environment

Information Center (303) 692-2037

or 1-800-886-7689

Department of Regulatory Agencies

Department Operator (303) 894-7855

Department of Revenue

Gaming Division (303) 757-7555

Liquor Enforcement Division (303) 866-3741

Lottery Division (719) 546-2400

Motor Vehicle Division (303) 572-5653

Department of Transportation

Department Operator (303) 757-9011

General Assembly

House of Representatives (303) 866-2904

Senate (303) 866-4866

Internal Revenue Service

Federal Tax Information (303) 825-7041

or 1-800-829-1040

Small Business Administration & SCORE

Colorado Springs (719) 636-3074

Cortez (970) 565-3414

Denver (303) 844-3985

Durango (970) 247-4389

Fort Collins (970) 663-7583

Grand Junction (303) 242-3214

Greeley (970) 352-3566

Gunnison (970) 642-1501

Longmont (303) 776-5295

Loveland (970) 663-7583

Montrose (303) 249-5515

Pueblo (719) 542-1784

Small Business Development Centers

Alamosa (719) 589-7372

Aurora (303) 341-4849

Boulder (303) 442-1475

Cañon City (719) 275-5335

Colorado Springs (719) 592-1894

Craig (970) 824-7078

Delta (970) 874-8772

Denver (303) 620-8076

Durango (970) 247-9634

Fort Collins (970) 226-0881

Fort Morgan (970) 867-3351

Glenwood Springs (970) 945-8691

or 1-800-621-1647

Grand Junction (970) 243-5242

Greeley (970) 352-3661

Lakewood (303) 987-0710

Lamar (719) 336-8141

Littleton (303) 795-5855

Pueblo (719) 549-3224

Stratton (719) 348-5596

Trinidad (719) 846-5645

Westminster (303) 460-1032

Department of Revenue
Taxpayer Services Division

Complete service for sales tax questions, income tax assistance, trade name information, educational seminars and sales or income tax payments. Taxpayer service operates five walk-in facilities.

For service **BY MAIL**:
1375 Sherman Street
Denver Colorado 80261

For Service **BY PHONE**:

Sales Tax	(303) 232-2416
Wage Withholding	(303) 232-2416
Colorado Income Tax	(303) 232-2446
Trade Name Searches	(303) 232-2434

For Service **IN PERSON**:
Colorado Business Assistance Center
1560 Broadway, Suite 1530, **Denver**

Colorado Springs Service Center
3650 Austin Bluffs Parkway, Suite 188

Fort Collins Service Center
300 E. Foothills Parkway

Grand Junction Service Center
222 S. Sixth Street, Room 208

Pueblo Service Center
310 E. Abriendo Avenue, Suite A4

Department of State
Secretary of State

1560 Broadway, Suite 200
Denver, Colorado 80202

Corporations, Limited Partnerships, Limited Liability Companies & UCC Filings

(303) 894-2251

Elections, Notaries, Bingo & Raffle, and

Charitable Solicitors (303) 894-2860

Office of Business Development

1625 Broadway, Suite 1710
Denver, Colorado 80202
(303) 892-3840

Works with companies considering expansion in or relocation to Colorado.

Offers employee training programs for companies expanding within the state or relocating to Colorado.

The Revolving Loan Fund serves existing businesses in rural areas of the state.

Small Business Office

Coordinates the activities of the Small Business Development Centers (SBDCs) statewide. 21 community-based branches offer training and free one-on-one counseling services in: marketing, research information, financing and assistance with business plans. The SBDCs are a cooperative venture of the U.S. Small Business Administration and the State of Colorado. (see SBDC listing of locations on reverse) Offers entrepreneurial training to business owners through the Colorado Leading Edge program which is conducted at 16 sites statewide. The training consists of completion of a business plan during a 10 to 12 week intensive course.

Minority Business Office

Provides assistance to minority-owned businesses in areas of: procurement, marketing, training and technical assistance. Works as an advocate for minority business and is a point of contact for current bid information.

Women's Business Office

Offers information and assistance to women business owners through the Women's Business Program.