

Where to Register for a Trade Name:

If you are a sole proprietor or general partnership and will be doing business under a name other than your own legal name(s), you must register your trade name(s) with the Colorado Secretary of State.

Colorado Secretary of State
1700 Broadway Suite 200
Denver, CO 80202

303.894.2200
www.sos.state.co.us

Where to apply for a Federal Tax ID Number (FEIN):

Service ALL forms of legal structure, except sole proprietors with no employees, must obtain a Federal Employer Identification Number (FEIN).

You can obtain your FEIN by:

- Mailing a completed SS-4 form to IRS EIN Operation Unit Philadelphia, PA 19255.
- Calling 800.829.4933 Monday through Friday 8am-10pm (your time zone).
- Faxing a completed SS-4 form to 215.516.3990

The SS-4 federal tax form is available at www.irs.gov under forms.

Where to register for a Colorado Business License:

If you will have sales, and/or employees, you must register your business with Colorado Department of Revenue. You must use form CR0100, "Colorado Business Registration." You can obtain your Colorado Business Registration by:

- Mailing a completed CR0100 form to Colorado Department of Revenue, 1375 Sherman Street, Denver, CO 80261.
- Calling 303.238.3278 to request a form.
- Deliver a completed CR0100 form in person to 3030 South College Avenue, Fort Collins, CO 80525.

The CR0100 Colorado Business Registration form is available at www.taxcolorado.com.