

# COLORADO SEPARATION NOTICE

Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_

Employee's Name \_\_\_\_\_

Employee's Address \_\_\_\_\_

Employee's ID# / Last four digits of SSN \_\_\_\_\_

Employee's Start Date \_\_\_\_\_ Employee's Last Day Worked \_\_\_\_\_

Employee's YTD Earnings \$ \_\_\_\_\_ Employee's Earnings for last week worked \$ \_\_\_\_\_

Reason for termination

## NOTICE OF AVAILABILITY OF UNEMPLOYMENT COMPENSATION – COLORADO

If you are unemployed or are working fewer than 32 hours a week and earning less than the weekly amount that unemployment benefits pay, you can file a claim for unemployment benefits. If you received \$2,500 or more in wages on a W-2 from any employer where taxes were withheld in the last 18 months, you are likely eligible to file a claim for unemployment benefits.

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

1. Your full legal name;
2. Your Social Security Number;
3. Your authorization to work (if you are not a US Citizen or resident).

**You should also have the following information available when you file your claim:**

1. A list of names, complete addresses, telephone numbers, and the beginning and end dates of employment for your last 2 employers;
2. Information and related documents for any federal civilian employment, military service, or work performed in-another state in the past 18 months;
3. Your bank routing number and checking or savings account number, if you choose to have your unemployment payment deposited directly into your bank account.

To file a UI claim online, visit <https://cdle.colorado.gov/> Click on "Unemployment," then "File Claim," then "Start a Claim" and follow the prompts. If you have filed a claim in the state of Colorado since 2015, you're still considered a returning claimant. You will need to complete your registration using the email address you provided to us.

**IF YOU HAVE QUESTIONS ABOUT THE STATUS OF YOUR UI CLAIM, YOU CAN CALL:**

Denver Metro: 303-318-9000 | Toll-Free: 1-800-388-5515  
Spanish: 303-318-9333 | Spanish Toll-Free: 1-866-422-0402