



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Date

First Name Last Name

Home Address 1 Home Address 2

City, State Postal

Dear First Name Last Name,

Below is information from the University of Colorado at the time of your separation from employment. If you received \$2,500 or more in payroll wages from any employer where taxes were withheld in the last 18 months, you may be eligible to file a claim for unemployment benefits. Before you file a claim, gather your income and related information, such as pay stubs and this form. You can file a claim by visiting the website at <https://cdle.colorado.gov/unemployment> or by calling the Unemployment Insurance Division at 303-318-9000 (Denver Metro) or 1-800-388-5515 (toll free).

1. Employer's Name and Address:
2. Federal Employer Identification Number (FEIN):
3. Employee's Name and Address:
4. Employee's SSN (last four digits only):
5. Employee's Start Date:
6. Last date worked:
7. Year-to-Date Total Gross:
Earnings for Last Pay Period:
Estimated Earnings for the Last Week Worked:
8. Reason Employee Separated from Employment:
(If an unemployment claim is filed, the Division will reach out to both parties for additional information about the separation.)

If you have any questions, please email Employee Services at employeeservices@cu.edu or contact Employee Services by phone at 303-860-4200 or toll-free at 1-855-216-7740. To inquire about the status of a claim once it is filed, please contact the Unemployment Insurance Division at 303-318-9000 (Denver Metro) or 1-800-388-5515 (toll free).

Sincerely,
Employee Services

Employee Services

1800 Grant St. • Suite 400 • Denver, Colorado 80203
303-860-4200 • 855-216-7740 (toll-free) • 303-860-4299 (fax) • employeeservices@cu.edu