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New Colorado state tax withholding form available [1]



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Colorado has a new tax form available for employees to make changes to their Colorado state tax withholding.

Beginning in August, employees will need to use the new Colorado Form DR 0004, *Colorado Employee Withholding Certificate* [3], to adjust Colorado state withholding tax. This will be the only acceptable form to submit changes to your Colorado tax withholding.

An overview of Colorado Form DR 0004:

- This form does not replace the IRS Form W-4. If an employee does not submit a Colorado Form DR 0004, then CU must calculate their Colorado state withholding tax based on their federal W-4.
- This form allows changes to your state annual withholding allowance and/or opting to have an additional amount withheld. The additional amount an employee designates will be deducted **from every check — it is not an annual amount**.
- The Colorado Filing Status (Married, Single, Head of Household, Exempt) must align with the filing status on their federal W-4.
    - A new IRS Form W-4 must be entered in the employee portal if you wish to change your tax filing status or claim exemption from taxes. This will change how **both federal and Colorado state** withholding is calculated, **unless** a Colorado Form DR 0004 is also submitted.
- A DR 0004 remains in effect until a new certificate is submitted. A new certificate revokes and replaces any prior form.
- Each time a new IRS Form W-4 is entered, Colorado state withholding will default to the new federal W-4 calculations. A new DR 0004 will need to be submitted if an employee wishes to have additional Colorado tax withheld or change their Colorado annual withholding allowance.

A withholding calculator [4] can be found on the Colorado Department of Revenue website along with the **DR 0004** form. Employee Services cannot provide tax advice.

To keep confidential employee information secure, this form should be mailed to Employee Services, 1800 Grant St. Suite 400, Denver, CO 80203

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