

## VOLUNTARY-PAYMENT INSTRUCTIONS

Information on this sheet applies only to employers who have a computed rate (Rate Code 1).

Making a voluntary payment may lower your unemployment rate in a calendar year. A voluntary payment is not a prepayment for premiums that you will owe. Once you make the payment, we cannot refund it. Making the payment can change your percent of excess (see **Item 6** on your rate notice). Changing your percent of excess can lower your rate.

If you owe us past-due payments, you cannot use a voluntary payment to lower your rate.

If you choose to make a voluntary payment, send the following to the address at the top of this form:

- A check made out to the Colorado State Treasurer.
- A copy of Your Unemployment Insurance Rate Notice form.
- A letter telling us that you are making a voluntary payment to lower your rate.

Make sure your payment is received by March 14, 2017.

**Complete the worksheet** to figure out how much your payment needs to be. You will need your excess (**Item 4**), your average annual payroll (**Item 5**), and your percent of excess (**Item 6**) from your rate notice. If you need help, call us at one of the telephone numbers at the top of the form.

### Voluntary-Payment Chart

Column I Percent of excess (rate notice <b>Item 6</b> )	Column II Multiplier	Column III Rate can be lowered by:
+20.0 and higher	Not applicable	Not applicable
+18 to +19	0.1950	0.0007
+16 to +17	0.1750	0.0001
+14 to +15	0.1550	0.0005
+12 to +13	0.1350	0.0007
+10 to +11	0.1150	0.0012
+8 to +9	0.0950	0.0026
+6 to +7	0.0750	0.0028
+4 to +5	0.0550	0.0029
+2 to +3	0.0350	0.0070
+0 to +1	0.0150	0.0101
Unrated		
-0 to -1		0.0099
-2 to -3	0.0149	0.0029
-4 to -5	0.0349	0.0030
-6 to -7	0.0549	0.0029
-8 to -9	0.0749	0.0030
-10 to -11	0.0949	0.0030
-12 to -13	0.1149	0.0029
-14 to -15	0.1349	0.0030
-16 to -17	0.1549	0.0029
-18 to -19	0.1749	0.0030
-20 to -21	0.1949	0.0030
-22 to -23	0.2149	0.0029
-24 to -25	0.2349	0.0029
-26 and lower	0.2549	0.0014

\*To raise your percent of excess from a -1 or a negative 0 to a positive 0, you must make a payment equal to the amount in **Item 4** on your rate notice. (A negative 0 comes from rounding). To figure out your possible savings, use only **Step 4** of this worksheet.

### Worksheet to Figure Out the Amount of a Voluntary Payment

#### Step 1: Figure out the excess you need to lower your rate

(A)	(B)	(C)
Enter the amount from <b>Item 5</b> on your rate notice.	Enter the multiplier that matches your percent of excess ( <b>Item 6</b> on your rate notice) from <b>Column II</b> of the Voluntary-Payment Chart.	This is the excess you need to lower your rate.

$$\boxed{\phantom{000000}} \times \boxed{\phantom{000000}} = \boxed{\phantom{000000}}$$

If the percent of excess from **Item 6** on your rate notice is a positive (+) amount, use **Steps 2** and **4**.  
If the percent of excess from **Item 6** on your rate notice is a negative (-) amount, use **Steps 3** and **4**.

#### Step 2: Positive Percent of Excess: Figure out the amount of your voluntary payment.

(D)	(E)	(F)
Enter the amount from Box <b>C</b> of <b>Step 1</b>	Enter the amount from <b>Item 4</b> on your rate notice	This is the amount you need to pay to lower your rate by the amount in <b>Column III</b> of the Voluntary-Payment Chart

$$\boxed{\phantom{000000}} - \boxed{\phantom{000000}} = \boxed{\phantom{000000}}$$

#### Step 3: Negative Percent of Excess: Figure out the amount of your voluntary payment.

(G)	(H)	(I)
Enter the amount from <b>Item 4</b> on your rate notice. Do <b>not</b> use a minus sign (-)	Enter the amount from Box <b>C</b> of <b>Step 1</b> .	This is the amount you need to pay to lower your rate by the amount in <b>Column III</b> of the Voluntary-Payment Chart.

$$\boxed{\phantom{000000}} - \boxed{\phantom{000000}} = \boxed{\phantom{000000}}$$

#### Step 4: Figure out your possible savings

(J)	(K)	(L)
Enter the amount of your estimated payroll on which you will pay premiums for 2017.	Enter the percent of savings from <b>Column III</b> on the Voluntary-Payment Chart.	Savings

$$\boxed{\phantom{000000}} \times \boxed{\phantom{000000}} = \boxed{\phantom{000000}}$$

If the savings are more than the voluntary payment, making the payment may be to your advantage.