CO CDASS
Powered by PPL

# Checklist of Employer Enrollment Forms

In Colorado Consumer-Directed Attendant Support Services (CDASS) the member, or their Authorized Representative, is the legal employer of record. Listed below are the documents to enroll with Public Partnerships LLC (PPL) as CDASS employer. If you need help completing your forms or fixing a mistake on a form, call PPL's Enrollment Specialist team at 1-877-908-1752, Monday to Friday between 8am and 5pm MST.

☐ **Employer Enrollment and Agreement Form - PPL Form**

This form is used to provide PPL the important details about you in order to enroll in the CDASS program.

**Action:** The employer completes, signs and dates this form.

☐ **IRS Form SS-4 - Application for Employer Identification Number - Federal Form**

This form establishes a Federal Employer ID Number for you. It tells the IRS that you are the legal employer, and that PPL is your fiscal agent that will handle your tax deposits and filings

**Action:** The employer signs and dates at the bottom of page 1.

☐ **IRS Form 2678 - Employer/Payer Appointment of Agent - Federal Form**

This form tells the IRS that you want PPL to provide financial management services to you, assigns your tax duties to PPL, authorizes it to withhold employees' taxes from paychecks, and file and deposit those taxes with the IRS.

**Action:** The employer signs and dates in the boxes at the bottom of page 1.

☐ **Colorado Form DR 0145 - Tax Information Authorization or POA - State Form**

This form allows PPL to discuss your income tax withholding account with the Colorado Department of Revenue. PPL can't access personal income tax information.

**Action:** The employer signs and dates at the bottom of the form.