

# March 2021 Agent Bulletin



MARCH 2021 EDITION - LICENSE & PASS ADMINISTRATION

## 2021 LICENSE SALES

The 2021 Licenses will go on sale beginning Monday, March 1, 2021. Please refer to the enclosed Product Code Sheets for detailed information.

## EMAIL REQUIREMENT

Please provide an updated email address for your location. It will be our best and more efficient way to get the necessary information sent out to agents. Please call the CPW Account and Regulation Line or email to [candice.wiedrick@state.co.us](mailto:candice.wiedrick@state.co.us). Please submit that information by **March 31, 2021**.

## AGENT OF THE MONTH

Congratulations to Montgomery's General Store for being a dedicated and entertaining agent! Customers found the agent to be courteous and knowledgeable about hunting and fishing products.

## UPDATES FOR TERMINALS

Please leave on terminals overnight to process any updates that need to be done.

## W9 REQUESTS

W9s are required for all agents. If you are being asked to return one, please do so immediately. We have approximately 65 agents still needing to return a corrected W9.

## 2021 BIG GAME BROCHURES

The 2021 Big Game brochures have been shipped out to all agents. As always, agents can order brochures online at [wildlife.brochure@state.co.us](mailto:wildlife.brochure@state.co.us) or call 303-291-7511 for the direct ordering line. You can also call the CPW Account and Regulations Help and ask to be transferred to the brochure line. Please have your Agent ID ready.

## 2021 BIG GAME APPLICATIONS

Applications for the 2021 Primary Big Game Draw open on Monday, March 1, 2021.

## **REMINDER: WHO SHOULD I CALL?**

Please remember that both of these numbers are **for agents only** and are **not to be given to the public:**

1. Aspira Agent Help Desk
  - a. 24-Hour help desk
  - b. Technical issues - IPAWS printer and terminal issues
  - c. Ordering license/pass stock and receipt tape
  - d. Voids (within the same business day)
  
2. CPW Help Desk
  - a. Monday - Friday 8-5pm
  - b. Questions regarding CPW policy, regulations, procedures, or eligibility
  - c. Name changes
  - d. Selling, leasing, or transferring your business
  - e. Questions regarding daily sales, balances, or bonds
  - f. Voids

## **2020 HUNTING VOUCHERS**

Now that all seasons have concluded, please make sure you have sent in all hunting vouchers (Landowner Preference Program and Ranching for Wildlife vouchers) in your green pre-paid envelopes. These vouchers must be returned ASAP.

## **REMINDER: AGENT INFORMATION ON CPW WEBSITE**

Please go to <https://www.cpwshop.com/issuerlist.page> and verify that your agency's phone number and address are correct. This is how customers search for locations, so it is in your best interest to make sure your information is correct! If you find that your information needs to be updated, please contact the CPW Account and Regulations Help Line.

## **AFFIDAVITS AND RECEIPTS**

**REMINDER:** Please DO NOT send in your receipts or affidavits that are signed by your customers. You are to retain these documents for your records. Your agency is required to keep all affidavits & receipt tape for 2 years (current year plus the previous). Receipt tape and affidavits must be kept in a secure place away from the view of the public and the possibility of them being lost or thrown away. Please destroy old documentation that you are not required to keep at your agency as the documents have sensitive customer information.

## **ENCLOSURES**

- Big Game Application Poster
- 2021 Big Game & Turkey Product Sheet
- 2021 CPW Products Sheet