

# Oregon Combined Payroll Tax Report

# 2003

Oregon Department of Revenue  
Oregon Employment Department  
Oregon Department of Consumer & Business Services

## Forms and Instructions For Oregon Employers

**FORMS ORDER REQUEST**

**FORM 013  
CHANGE IN STATUS REPORT**

**FORM WR  
OREGON ANNUAL WITHHOLDING  
TAX RECONCILIATION REPORT**

2003 Oregon Combined Tax Payment Coupons  
(Form OTC) are not in this booklet. They are  
sent separately to employers.

### How to assure your report is processed timely

- ✓ Do you use a tax preparer?  
If so, the preparer may  
need this booklet to file  
your reports.
- ✓ Double-check your math.
- ✓ If you are sending a  
payment, include an OTC  
with your Form OQ.
- ✓ For each program you are  
subject to, enter -0- if you  
have no payroll or subject  
hours worked.
- ✓ **File electronically.** See  
page 6 for details.



Oregon Department of Revenue  
955 Center Street NE  
Salem OR 97301-2555

# TABLE OF CONTENTS

New Information.....	4
Important Information .....	4
Required Forms .....	5
Filing the Oregon Combined Quarterly Tax Report .....	6
Payment Instructions .....	7
Guidelines for Oregon Withholding Payment Due Dates .....	8
Penalties and Interest .....	9
Oregon Quarterly Tax Report (Form OQ) Instructions .....	10
Employee Detail Report (Form 132) Instructions .....	13
Oregon Schedule B Instructions .....	13
Unemployment Insurance (UI) Tax Information .....	14
Withholding Tax Information .....	16
TriMet and Lane Transit District Excise Tax Information .....	17
Workers' Benefit Fund Assessment Information .....	19

Use the numbers below if you need help or more information.

## State withholding, TriMet, LTD taxes

### OREGON DEPARTMENT OF REVENUE

**Salem:** 503-945-8091  
**TTY users:** 503-945-8617  
**Internet:** [www.dor.state.or.us](http://www.dor.state.or.us)

#### Reporting forms:

Oregon Quarterly Tax Report–Form OQ  
 Oregon Schedule B  
 Oregon Annual Withholding Tax Reconciliation  
 Report–Form WR  
 Change in Status Report–Form 013

## Workers' Benefit Fund assessment

### OREGON DEPARTMENT OF CONSUMER & BUSINESS SERVICES (DCBS)

#### Assessment questions:

**Salem:** 503-378-2372  
**TTY users:** 503-378-2372  
**Internet:** [www.cbs.state.or.us/external/bad/badrec4.html](http://www.cbs.state.or.us/external/bad/badrec4.html)

#### Reporting form:

Oregon Quarterly Tax Report–Form OQ

#### Subjectivity questions:

**Salem:** 503-947-7815  
**Internet:** [www.cbs.state.or.us/external/wcd/docs/whotocontact.html](http://www.cbs.state.or.us/external/wcd/docs/whotocontact.html)

## State unemployment insurance tax

### OREGON EMPLOYMENT DEPARTMENT

**Salem:** 503-947-1488  
**TTY users:** 711  
**Internet:** [www.emp.state.or.us/tax](http://www.emp.state.or.us/tax)

#### Reporting forms:

Oregon Quarterly Tax Report–Form OQ  
 Employee Detail Report–Form 132  
 Change in Status Report–Form 013  
 Order Request form

## Payments for all tax programs

Payment coupons (Form OTC) are mailed separately to employers. You must include one with each payment.

#### To order OTCs call:

**Salem: 503-945-8091 or 503-378-4988**

## Other Internet addresses

Oregon Business Guide is available at: [www.sos.state.or.us/corporation/obg/index.htm](http://www.sos.state.or.us/corporation/obg/index.htm)

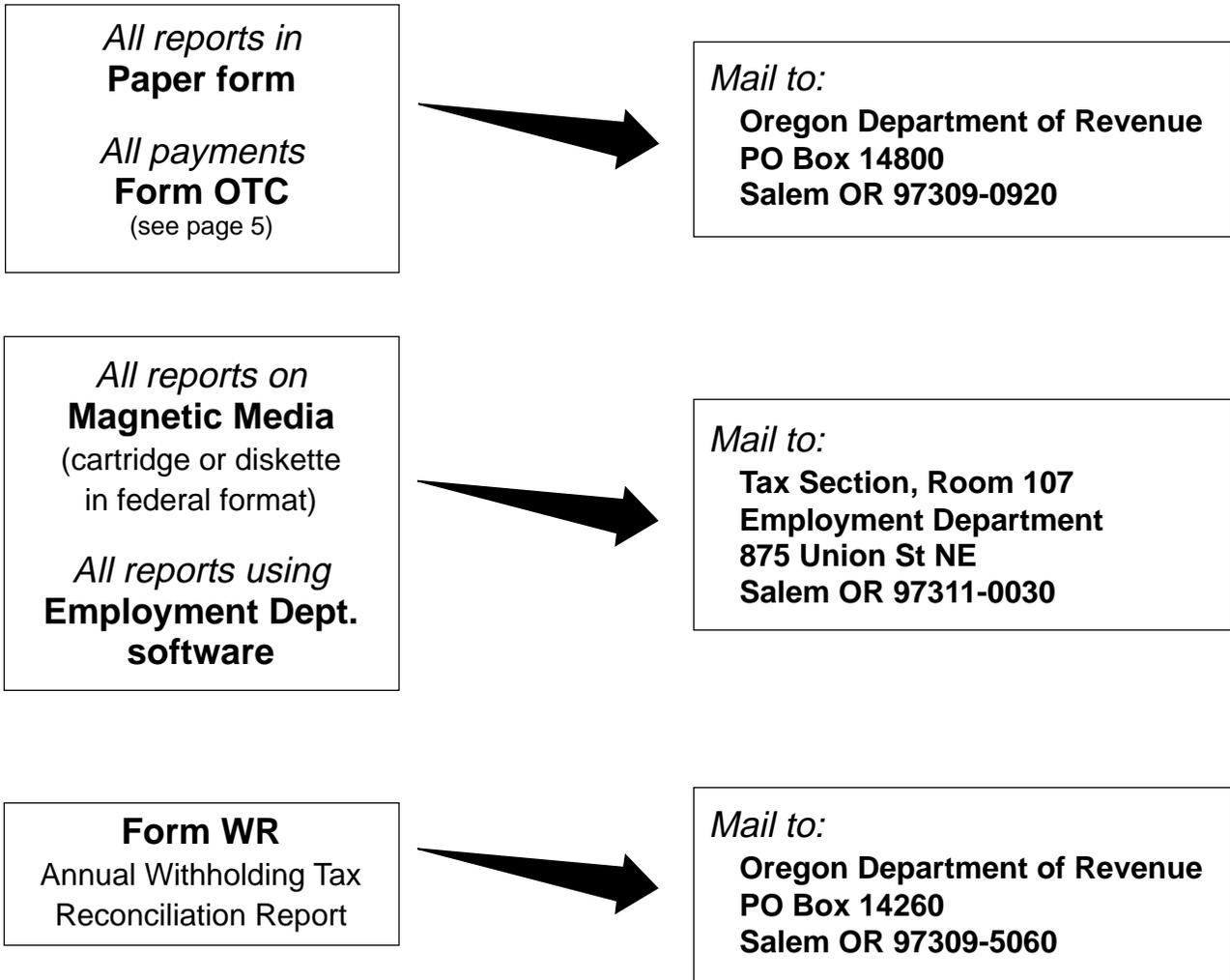
Federal payroll tax and FUTA forms are available at: [www.irs.gov](http://www.irs.gov)

# FILING DUE DATES FOR QUARTERLY REPORTS

Quarter	Quarter Ending Date	Report Due Date
1st — Jan–Feb–Mar	March 31, 2003	April 30, 2003
2nd — Apr–May–Jun	June 30, 2003	July 31, 2003
3rd — Jul–Aug–Sep	September 30, 2003	October 31, 2003
4th — Oct–Nov–Dec	December 31, 2003	January 31, 2004

If the due date is on a weekend or holiday, the report is due the next working day.

## WHERE TO FILE AND PAY



In compliance with the Americans with Disabilities Act (ADA), this information is available in alternative formats by calling the **Oregon Department of Revenue at 503-378-4988**, or **1-800-456-4222** (within Oregon) or the **Oregon Employment Department at 503-947-1488**.

## NEW INFORMATION

### Special payroll tax offset

The Oregon Legislature authorized the unemployment insurance tax system to collect revenues during the first and second quarters of 2003 to fund the Employment Department's JOBS Plus program and the Bureau of Labor and Industries' Wage Security Fund. The special payroll tax offsets to fund both programs will be processed during the first quarter of 2003 at a total of .1 percent (.07 percent for the JOBS Plus program and .03 percent for the Wage Security Fund). The second quarter offset will be just .07 percent for the JOBS Plus program only. JOBS Plus provides incentives for employers to hire job seekers receiving unemployment insurance benefits into on-the-job training in private and public sector jobs. The Wage Security Fund pays final wages to employees of companies that have gone out of business without paying all wages due their employees.

### Tax rates

- The Workers' Benefit Fund (WBF) assessment rate is .036.
- The taxable wage base for unemployment insurance is \$26,000.
- Tri-County Metropolitan Transportation District (TriMet) tax rate is .006218.
- Lane Transit District (LTD) tax rate is .006.

### Employers of Oregon nonresidents

You must withhold Oregon tax from all wages earned by nonresident employees for services performed in Oregon, unless the earnings for the year 2003 will be \$1,640 or less. Nonresident employees earning more than \$1,640 in Oregon income are required to file an Oregon nonresident income tax return.

Nonresident employees may earn less than \$1,640 in wages but still request withholding because they have additional Oregon income from other sources.

## IMPORTANT INFORMATION

**Oregon Department of Revenue, Employment Department, and Workers' Compensation Division rules differ. Please read all instructions carefully. If you have questions, please contact the appropriate agency. (See page 2.)**

### Employer new hire reporting program

As of October 1, 1998, all Oregon employers are required to report new and rehired employees to the Division of Child Support within 20 days of date of hire. For information on the law and the procedures for reporting, contact:

Department of Justice  
Employer New Hire Reporting Program  
1495 Edgewater St NW  
Salem OR 97304

Telephone: 503-378-2868  
Fax 503-378-2863 or 877-877-7415  
E-mail: [employer.reports@doj.state.or.us](mailto:employer.reports@doj.state.or.us)  
Web site: [www.dcs.state.or.us/employers.htm](http://www.dcs.state.or.us/employers.htm)

### Tax tables

The tax tables were updated effective January 2002. To request a copy, please call 503-945-8091. The tables are also available on the Internet at: [www.dor.state.or.us/withhold/bus.html](http://www.dor.state.or.us/withhold/bus.html).

### Common pay agent

Oregon **does not** recognize common pay agent reporting.

### Reporting hours may differ

The number of hours reported for UI tax on the Wage Detail Report (Form 132) will not necessarily equal the number of hours reported for the WBF assessment in box 9 on Form OQ. See pages 11 and 13 for more information.

### Easy, free electronic filing

You now can file your quarterly Oregon payroll tax report electronically using your own computer. You can file via e-mail, the Internet, or on diskette. Or, if you have no payroll or subject hours to report, you can file by telephone. **For details, see page 6.**

### Filing for bankruptcy

If you file for bankruptcy, you need to notify **separately** each state agency that administers the payroll taxes and/or assessments to which you are subject. Despite combined reporting, each agency manages its own tax program.

### Keep your records

All payroll records must be kept at least five years after filing the required reports.

# REQUIRED FORMS

Using the forms in this booklet ensures faster and more accurate processing. Failure to use the correct forms or format may result in a penalty.

**If you use a tax preparer**, please check to see if the preparer needs this booklet to file your reports. Your forms can be sent directly to your tax preparer. Fill out the Change in Status Report to change your forms' mailing address to your tax preparer's address for future mailings.

Use the Order Request at the back of this booklet to order additional reporting forms or reporting software. Or you may order forms or software on the Internet at: [www.emp.state.or.us/tax](http://www.emp.state.or.us/tax) under "Reporting Options for Oregon Quarterly Employer Taxes."

## Forms needed for reporting

- **Form OQ—Oregon Quarterly Tax Report.** Use this form to report state UI tax, state withholding tax, WBf assessment, and TriMet and LTD taxes.
- **Oregon Schedule B—State Withholding Tax.** Use this form only if state income tax withholding deposits are required to be submitted semi-weekly or on a one-banking day basis. File Oregon Schedule B with Form OQ.
- **Form 132—Employee Detail Report.** If your business is subject to Oregon UI tax, use this form to report employee detail. File this form with Form OQ. **If you have more than 20 employees, order additional Form 132s using the Order Request at the back of this booklet.** Forms that are incorrectly formatted or photocopied may be returned, and a penalty may be assessed.

- **Form OTC—Oregon Combined Tax Payment Coupon.** Form OTCs are mailed separately, by December 31 of each year, to every employer that does not pay using electronic funds transfer (EFT). If you need to order additional coupons, write the Oregon Department of Revenue, PO Box 14800, Salem, OR 97309-0920, or call 503-945-8091 or 503-378-4988. When ordering, tell us how many coupons you need for the remainder of the year.

### NOTE:

*Form OQ, Oregon Schedule B, and Form 132 are processed by the Employment Department using automated equipment. Separately, Form OTC and payments are processed by the Department of Revenue. To correctly apply payments, we must receive a Form OTC with every payment, including payments made with your Form OQ. Form OTC is not required for payments made by EFT.*

## Other forms

- **Form 013—Change in Status Report.** Use this form to report changes in your business. Do not use Form OTC or Form OQ to make changes. See the Change in Status Report at the back of this booklet for detailed instructions. The Change in Status Report is also available on the Internet at: [www.dor.state.or.us/formspay.html](http://www.dor.state.or.us/formspay.html).
- **Form WR—Oregon Annual Withholding Tax Reconciliation Report.** Use this form to reconcile your state withholding account. Form WR is due February 28 of each year.

# FILING THE OREGON COMBINED QUARTERLY TAX REPORT

## Who must file

### You must file a Form OQ each quarter:

- As long as you are registered as an active employer with Oregon Department of Revenue, Oregon Employment Department, or have workers' compensation insurance in Oregon, **even if you had no payroll during the quarter**. Reimbursing employers and Local Government Employers Benefit Trust Fund employers must also file Form OQ.
- If you withhold a distribution on pensions or annuities.

### You must file Form 132:

- If you are an employer subject to UI law. Reimbursing employers and Local Government Employers Benefit Trust Fund employers also must file Form 132.

### You must file Oregon Schedule B:

- If you are required to deposit withholding taxes on a semi-weekly or a one-banking day basis.

## When to file

See page 3 for the report due dates.

## Filing options

**Electronic filing** is far more efficient, accurate, and less time consuming than paper filing. You can file electronically using your own computer via e-mail or the Internet, or by using your telephone.

- **OTTER.** You can file by e-mail or diskette using the computer-based "OTTER" (Oregon Tax Employer Reporting) software program. The software is free, user friendly, and popular with both large and small employers. Your data can be imported from separate payroll programs directly into the electronic reporting format or copied from one quarter to the next.

You may order OTTER by calling **503-947-1488**, by using the order form in this book, or by downloading the program from [www.emp.state.or.us/tax](http://www.emp.state.or.us/tax).

- **SETRON.** Web-based SETRON (Secure Employer Tax Reporting On-line) reporting allows any employer to report over the Internet. Because it's Web-based, any employer can report electronically regardless of computer type. SETRON is

on the Employment Department's Web site at: [www.emp.state.or.us/tax](http://www.emp.state.or.us/tax). Remember to print a paper copy of your report to keep for your records.

- **Telephone (IVR).** If you are an employer who has no payroll or subject hours to report for a particular quarter, you can file a "no payroll/no hours worked" report by telephone, 24 hours a day, 7 days a week. The telephone number is **503-378-3981**. Confirmation numbers **are not** issued. Your report is **accepted only at the end of the call**.

## Option specifications

For reporting-option specifications, call the Employment Department at **503-947-1488** (option 3). Options are also available on the Internet at: [www.emp.state.or.us/tax](http://www.emp.state.or.us/tax) under: "Reporting Options for Oregon Quarterly Employer Taxes." You may also use the order form at the back of this booklet.

## Annual filing

- If you file federal Form 943, you may file your Oregon withholding reports once a year using Form WA. Agricultural employers subject to unemployment tax, WBF assessment, and/or transit tax must file Form OQ in addition to Form WA. Call the Oregon Department of Revenue at 503-945-8091 for more information.
- Employers with exclusively domestic employment file the Combined Payroll Tax Reports annually, not quarterly. The annual forms are sent out by November of each year. Call the Oregon Employment Department at 503-947-1488 for more information.

## Amended reports or adjustments

**To amend data on Form OQ, Schedule B, or Form 132.** Copy the original report, make the necessary changes on the copy, clearly write "Amended" at the top of the form, write a brief explanation of why you are amending your report, and mail to: Oregon Department of Revenue, PO Box 14800, Salem OR 97309-0920.

**To amend a report you filed using OTTER or SETRON.** Make the necessary corrections to your original report using the appropriate program. **Print a paper copy** of the corrected report, write "Amended" in large letters at the top of the

corrected report, and write a brief explanation of why you are amending your report. Mail the paper copy of your corrected report to: Oregon Department of Revenue, PO Box 14800, Salem OR 97309-0920. **Do not send your corrected report electronically.**

### Failure to file

If you don't file a quarterly report, you may receive an assessment(s) based on available information. Penalty and interest will be charged on the amount assessed (see page 9).

# PAYMENT INSTRUCTIONS

### Oregon combined payments

**Use current year OTC coupons.** Oregon withholding tax due dates are the same as the dates for depositing federal tax liability (see guidelines for due dates on page 8). Unemployment insurance (UI) tax, Workers' Benefit Fund (WBF) assessment, and transit tax payments are due quarterly.

- **Please use blue or black ink.** Our equipment can only read these colors.
- Make your check payable to **“Oregon Department of Revenue.”**

### Making your Oregon combined payments

To make sure your payments are correctly applied:

- Complete and send in a Form OTC with every payment, when due.
- Indicate the amount paid to each tax program in the appropriate box.
- Enter the quarter in the box to indicate when the payroll was paid to employees.
- When making a payment for two or more quarters, submit a separate coupon for each quarter.

Send payments with Form OTC coupons to:

**Oregon Department of Revenue  
PO Box 14800  
Salem, OR 97309-0920**

Do not staple or tape your payment to Form OTC.

### Payment record

Retain records of payments made to all programs for each quarter for use when you file Form OQ.

### Electronic funds transfer (EFT)

Payments for combined payroll taxes can be made using the Oregon Department of Revenue's electronic funds transfer (EFT) program. This program allows payments to be initiated via a touch-tone telephone, a secure Internet site, or through your financial institution.

You must pay your Oregon combined payroll taxes electronically if you pay your federal tax liability electronically.

If you do not meet the federal requirements for mandatory participation in the EFT program, you may participate on a voluntary basis.

<p>State Unemployment ↴</p> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> </table> <p>State Withholding ↴</p> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> </table> <p>TriMet District Excise ↴</p> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> </table> <p>Lane Transit District Excise ↴</p> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> </table> <p>Workers' Benefit Fund Assessment ↴</p> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> </table>																																																			<p><b>FORM OTC</b> <b>OREGON COMBINED PAYROLL TAX</b> <b>Payment Coupon</b> 150-211-053 (Rev. 10-02)</p> <p>Enter quarter payroll was paid to employees: (1, 2, 3 or 4) →</p> <p><b>TOTAL PAYMENT (add all the boxes at left)</b></p> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> </table>											<table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 100%;">Date Received</td></tr> </table> <p>YEAR      BUSINESS ID NO.</p> <p>Make check payable to: <b>Oregon Department of Revenue PO Box 14800 Salem OR 97309-0920</b></p>	Date Received
Date Received																																																															

A business is required to have an authorization agreement filed with the Department of Revenue before initiating EFT payments. Information and authorization agreements are available on the Internet at: [www.dor.state.or.us/withhold/bus.html](http://www.dor.state.or.us/withhold/bus.html), or by calling the EFT help line at 503-947-2017.

### Alternate payment method

Multistate employers who believe that federal withholding methods create an undue burden for them that is not shared by most other similar employers may request a different method of withholding tax payments. You must submit a written request to:

**Withholding Manager  
Oregon Department of Revenue  
955 Center Street NE  
Salem OR 97301-2555**

Your written request must contain the following information:

- The business name of the employer.
- The Oregon business identification number.
- The nature of the burden.
- The remedy requested.
- And a proposed effective date of the modified withholding method.

You cannot use an alternative withholding method before the Oregon Department of Revenue has approved your request in writing and has designated the effective date of the change. (Refer to ORS 316.191)

## GUIDELINES FOR OREGON WITHHOLDING PAYMENT DUE DATES

If your total federal tax liability is:	Oregon withholding tax payments are due:		Payrolls paid in:
<ul style="list-style-type: none"> <li>• Less than \$2,500 for the quarter</li> </ul>	→	by the quarterly report due date	<b>Quarter 1</b> Jan–Feb–Mar
<ul style="list-style-type: none"> <li>• \$50,000 or less in the lookback period*</li> </ul>	→	by the 15th of the month following payroll	
<ul style="list-style-type: none"> <li>• More than \$50,000 in the lookback period*</li> </ul>	→	<b>Semi-weekly Deposit Schedule</b>	<b>Quarter 2</b> Apr–May–Jun
		<b>If the day falls on a:</b>	<b>Quarter 3</b> Jul–Aug–Sep
		<b>Then pay taxes by:</b> Wednesday, Thursday, and/or Friday	
		Saturday, Sunday, Monday, and/or Tuesday	<b>Quarter 4</b> Oct–Nov–Dec
<ul style="list-style-type: none"> <li>• \$100,000 in a single pay period</li> </ul>	→	within one banking day	

\* The lookback period is the twelve-month period that ended the preceding June 30. The lookback period for agricultural employers is the calendar year prior to the calendar year just ended.

# PENALTIES

## Unemployment insurance tax

A late filing penalty may be assessed if Form OQ or the Employee Detail Report (Form 132) is filed more than 10 calendar days after the due date, and you have received a previous warning. **This is in addition to interest due.** The late filing penalty is \$5 for each employee reported, with \$65 minimum and \$1,300 maximum penalty amounts. Incomplete reports may also be assessed a similar penalty. If no subject wages are reportable but the report is filed late, a \$5 late filing penalty may be assessed.

In addition, if Form 132 is not correctly formatted or is incomplete, it may be returned. If it is not resubmitted before the tenth day following the due date, a penalty may be assessed. To prevent this, send the reports electronically using the OTTER software the Employment Department provides (see page 6).

An additional penalty may be charged to employers who have failed as of September 1 to:

- File all unemployment insurance tax reports:  
—Form OQ—Oregon Quarterly Tax Report,  
**and/or**

—Form 132—Employee Detail Report,  
**and/or**

- Pay all unemployment insurance taxes due.

The penalty is 1 percent of the employer's previous year's taxable payroll.

## State withholding and transit taxes

- You will be charged a 5 percent late payment penalty on any unpaid tax after the due date of the payment.
- You will be charged an additional 20 percent penalty on any tax due as of the due date and if Form OQ is filed more than three months late.
- You will be charged a 100 percent penalty on any tax due if Form OQs are not filed for three years in a row.

## Workers' Benefit Fund assessment

You are subject to a late filing penalty if the Form OQ is filed or payment is received more than 10 calendar days after the due date. A civil penalty of up to \$2,000 may be assessed for each violation if the payment or Form OQ is not filed timely. Penalties will be assessed at 10 percent of the outstanding balance, with a minimum of \$50 for each violation.

# INTEREST

## Unemployment insurance tax

Interest is assessed on unpaid or late paid unemployment insurance tax. The rate is 1.5 percent per month or fraction of a month after the payment is due. Payments are due the last day of the month following the quarter. Interest is assessed if the payment is one day late. Use only unpaid tax when calculating interest. Do not calculate interest on previously assessed interest or penalties.

Use this same calculation for Local Government Employers Benefit Trust Fund participants. Reim-

bursing employers should not calculate interest. Interest due on unpaid balances is billed.

## State withholding and transit taxes

You will be charged interest on any remaining tax left unpaid after the due date. Employers should not calculate interest due. You will be billed for interest due on unpaid balances.

## Workers' Benefit Fund assessment

Interest is assessed on unpaid or late paid Workers' Benefit Fund assessments. The rate of 9 percent per year may be charged on all overdue balances.

# OREGON QUARTERLY TAX REPORT (Form OQ)

## Line-by-Line Instructions

Before you complete Form OQ, review the business name, mailing address, Oregon Business Identification Number (**BIN**), and Federal Employer Identification Number (**EIN**) to be sure they are all correct. Make corrections on the Change in Status Report included at the end of this booklet.

The North American Industry Classification System (NAICS) code is assigned by the Employment Department. Coding determination is based on information supplied by the employer and reflects the primary activity for your company in Oregon. If you have questions regarding these codes, call 1-800-237-3710, ext. 7-1248 (toll-free within Oregon) or 503-947-1248.

### Line-by-line instructions

**Number of covered workers for state unemployment insurance.** Complete this section if you are subject to unemployment insurance (UI). If you have questions on how to count workers, call 1-800-237-3710, ext. 7-1248 (toll-free within Oregon) or 503-947-1248.

The “monthly number of covered workers” you report on Form OQ should include all full-time and part-time workers who worked or received pay subject to unemployment insurance law during the payroll period which includes the 12th of the month. Some examples include:

- Daily pay period. Enter the number of workers on the daily payroll for the workday nearest the 12th of the month.
- Weekly, bi-weekly, or semi-monthly pay period. Enter the number of workers on the payroll for the period which includes the 12th of the month.
- Monthly pay period. Enter the number of workers on your monthly payroll.
- If there were no covered workers during any pay period, enter zero in the appropriate boxes. Do not leave these boxes blank.

Add the numbers for the three months and place the sum in the **Total** (M1 + M2 + M3) box. This total is used to verify that the scanner has correctly read the monthly entries.

### OQ columns

In each column, enter the total subject wages paid for each tax program this quarter. If you have ques-

tions, refer to the specific program information in this booklet.

In each column, enter the total tax owed to each state program. If any of the amounts are less than zero, enter -0-. Do not enter any credit items. **Any credit in one tax program may be used in that same program as a credit in the next quarter.**

### Column A. Unemployment Insurance (UI)

**Box 1. Subject wages.** This amount must be the same as line 1 (total subject wages) on Form 132. Include wages exceeding the taxable wage base for UI reporting purposes.

**Box 2. Excess wages.** Enter “*Excess wages.*” Excess wages are wages above the taxable wage base for the year *per person*. The taxable wage base for 2003 is \$26,000 per employee per year. Reimbursing employers and Local Government Employers Benefit Trust Fund participants leave this box blank.

**Box 3. Taxable wages.** Enter box 1A minus box 2A. Reimbursing employers leave this box blank.

**Box 4. Tax rate.** Use your current year’s UI tax rate. If you are subject to UI tax and no rate is printed, call the Employment Department at 503-947-1488. Reimbursing employers leave this box blank.

**Box 5. Total tax.** Multiply box 3A by box 4A. Round off to the nearest cent and enter the tax amount. Enter -0- if you had no UI tax this quarter.

**Box 6. Tax prepaid this quarter.** Enter the amount of UI tax prepaid or credits used this quarter. Include any credit amount that may have been overpaid in previous quarters where no refund was requested or issued.

UI tax payments are due once per quarter on the same day as the tax reports.

**Box 7. UI penalty and interest owed.** Enter the amount of penalty and interest owed if the report is late. Figure the penalty amount by multiplying the number of employees by \$5. The minimum penalty is \$65. The maximum penalty is \$1,300. If there were no employees, the penalty is \$5. Late reports are those submitted more than 10 days after the due date.

To calculate interest owed, multiply the unpaid tax owed by .015 for each month or fraction of a month after the date the payment is due. Interest is assessed even if the payment is one day late.

When calculating interest, use only the amount of unpaid tax. Do not calculate interest on previously assessed interest or penalties.

**Box 8. Total due.** Enter box 5A minus box 6A plus box 7A. If the amount is less than zero, enter -0-.

### Column B. State withholding

**Box 1. Subject wages.** Enter total *wages subject to income tax* (salaries, commissions, and bonuses), paid to Oregon employees this quarter.

- If you are reporting withholding on pension or annuity distributions, enter the amount of distributions with Oregon withholding.
- This amount need not match box 1A.
- Enter -0- if you had no payroll this quarter.

**Box 5. Total tax.** Enter total Oregon tax withheld this quarter. Enter -0- if you had no withholding tax this quarter (for deposit rules, see page 8). If you deposit:

- **Quarterly**—complete only box 5B.
- **Monthly**—complete boxes on line 17 (M1, M2, and M3) on Form OQ. Add boxes and enter the total into box 5B.
- **Semi-weekly or one-banking day depositors**—complete and file Oregon Schedule B. Enter the total in box 5B.

**Box 6. Tax prepaid this quarter.** Enter the amount of withholding tax prepaid this quarter. Include any credits used.

**Box 8. Total due.** Enter box 5B minus box 6B. If the amount is less than zero, enter -0-.

### Column C. Tri-County Metropolitan Transportation District (TriMet)

**Box 1. Subject wages.** Enter wages paid for work done in the TriMet district. Enter -0- if there was no payroll in the district this quarter. Leave blank if not subject.

**Box 4. Tax rate.** The 2003 TriMet tax rate is .006218.

**Box 5. Total tax.** Multiply box 1C by box 4C. Round off to the nearest cent and enter the tax

amount. If you are subject to TriMet, but had no tax this quarter, enter -0-.

**Box 6. Tax prepaid this quarter.** Enter the amount of TriMet tax prepaid this quarter. Include any credits used.

**Box 8. Total due.** Enter box 5C minus box 6C. If the amount is less than zero, enter -0-.

### Column D. Lane Transit District (LTD)

**Box 1. Subject wages.** Enter wages paid for work done in the Lane Transit district. Enter -0- if there was no payroll in the district this quarter. Leave blank if not subject.

**Box 4. Tax rate.** The 2003 LTD tax rate is .006.

**Box 5. Total tax.** Multiply box 1D by box 4D. Round off to the nearest cent and enter the tax amount. If you are subject to LTD, but had no tax this quarter, enter -0-.

**Box 6. Tax prepaid this quarter.** Enter the amount of LTD tax prepaid this quarter. Include any credits used.

**Box 8. Total due.** Enter box 5D minus box 6D. If the amount is less than zero, enter -0-.

### Workers' Benefit Fund (WBF) assessment

**Box 9.** Enter the sum of all hours worked by all workers who are subject to WBF assessment. Do not include volunteers. Round the sum of hours down to the nearest whole. If you do not track actual hours worked, you may use a flat rate of 40 hours per week or 173.33 hours per month (prorated for part-time workers). If you have other information showing hours worked (such as a contract), you may use this information to determine hours worked. Include overtime hours. Do not include standby time. (You must document how calculations are made in case of an audit.) If you have no hours or only volunteer workers' hours to report for the quarter, enter -0-. More detail on determining hours worked is available at [www.cbs.state.or.us/external/bad/badrec4.html](http://www.cbs.state.or.us/external/bad/badrec4.html).

**Box 10. Assessment rate.** The current WBF assessment rate is .036. Employers contribute one-half of the hourly assessment amount and deduct one-half from workers' wages.

**Box 11.** Multiply box 9 times box 10. Round down to the nearest cent. This is the total WBF assessment due for the quarter. If no assessment is due for the quarter, enter -0-.

**Box 12.** Enter the amount of prepaid WBF assessment or WBF assessment credits used this quarter.

**Box 13.** Subtract box 12 from box 11. This is the net WBF assessment amount due for the quarter. This amount should match the amount you enter in the “Workers’ Benefit Fund Assessment” box on Form OTC. If the amount is less than zero, enter -0-.

#### **Box 14. Total payment due**

Enter total payment due. Add boxes 8A, 8B, 8C, 8D, and 13. **Do not include any credits.** Make your payment to the Department of Revenue using electronic funds transfer (EFT). **Or** make your check payable to “Oregon Department of Revenue.” **Include a payment coupon (Form OTC)** when you mail your check.

**Note: You cannot use Form OQ to transfer credits between programs.**

- **Credit applied to another program:**  
Send a written request along with a copy of Form OQ to the agency that handles the program that has the credit.

Include your account name, BIN, tax program, quarter, and year where the credit exists. Give the same information for where you want the credit applied. Also include any notices or memos you’ve received regarding the credit.

- **Credit refunded:**  
Send a written request to the agency that handles the program that has the credit. Include your account name, BIN, the word “**Refund,**” and the amount to refund. Also include any notices or memos you have received regarding the credit.

#### **Box 15. Special payroll tax offsets**

Special Payroll Tax Offsets to fund the JOBS Plus program and the Wage Security Fund will be reported for the first two quarters of 2003. Employers subject to both state and federal unemployment insurance tax and **not** at the maximum 5.4 percent tax rate, must calculate and report the special payroll tax offsets for each of the quarters. The offset for the **first quarter is .001 or .1 percent**, with .0007 or .07 percent funding the JOBS Plus program

and .0003 or .03 percent funding the Wage Security Fund. The offset for the **second quarter is .0007 or .07 percent**, funding the JOBS Plus program only. The offsets must be deducted **only when** reporting the “contributions paid to the state unemployment fund” on Federal Unemployment Tax Act (FUTA) Forms 940 and 940EZ.

**Do not** add or subtract this amount from boxes 5A or 14.

If you are a reimbursing employer, Local Government Employers Benefit Trust Fund (LGEBTF) member, or an employer not required to pay FUTA, **do not** complete this section or report the special payroll tax offset.

Multiply box 3A by the amount of the offset (.0007) for the first or second quarters of 2003.

See page 14 for more information on the special payroll tax offset.

#### **Box 16. Amount applied to UI trust fund**

Subtract line 15 from box 5A. Use this amount on federal Form 940 or 940EZ as the tax actually paid to the state for the first two quarters of 2003. Do not add or subtract this figure from taxes owed in box 5A or 14.

#### **Box 17. Monthly summary of state withholding tax liability**

This line is for those who are required to deposit withholding taxes on a monthly basis. Show the amount withheld in each month of the quarter then total the amount withheld during the quarter. The total must equal the total withholding tax reported in box 5B.

**Do not include payments made for UI tax, WBF assessment, or transit taxes in these boxes.**

If you deposit only once a quarter, enter the total amount withheld in box 5B.

If you are required to deposit withholding on a daily or semi-weekly basis, do not complete this line. Report withholding on Oregon Schedule B. (For determining how often withholding must be deposited, see page 8 of this booklet.)

#### **Signature**

Sign Form OQ on the signature line and include a phone number and the date the form was prepared. A signature is required even if you file a -0- report.

# EMPLOYEE DETAIL REPORT (Form 132)

Complete only if you pay unemployment insurance tax or reimburse the Employment Department for benefits paid.

**Line 1. Total subject wages.** Enter the total subject wages for all employees for the quarter. If you use multiple pages of Form 132, enter the total amount on page 1 only. This figure (total for all pages) must equal the amount in box 1A on Form OQ.

**Column 2. Social Security number.** Enter the Social Security number for each employee reported.

**Column 3. Employee name.** Enter the first initial and last name of each employee reported.

**Column 4. Hours worked during this quarter.** Enter the number of hours the employee worked in the quarter. If you do not track hours for a full-time employee, use 520 hours for the report. **Do not report fractions or portions of an hour worked by an individual.** Round up any portion of an hour to the nearest whole hour.

Report the actual number of hours worked. This is straight time and overtime. Do not report hours paid for sick leave, vacation leave, or any other hours paid where no work was performed. Even though these hours are not reported in column 4,

wages paid are still reported as subject wages in column 5.

Report hours in the quarter worked and wages in the quarter received.

The number of hours worked subject to unemployment insurance does not need to equal the number of hours reported for Workers' Benefit Fund assessment.

Enter -0- for an employee who did not work during the quarter, but received wages (do not leave blank).

If you need to adjust hours worked in a previous quarter, file an amended Form 132 for that quarter (see page 6).

**Column 5. Total subject wages paid this quarter.** Wages are reported in the quarter paid to the employee regardless of when earned. Enter the total subject wages paid to each employee during the quarter regardless of whether the employee's wages exceeded the taxable wage base.

Do not use this report to correct wages for another quarter. File an amended Form 132 for that quarter (see page 6).

**Box 6. Page total.** Enter the total subject wages for all employees reported on the page. Do not include the totals from other pages of this form.

## OREGON SCHEDULE B

### Example: How to complete Oregon Schedule B

A. Daily Oregon Withholding Tax Liability—First Month of Quarter												
1			8			15	1600	00	22		29	
2	2500	00	9			16			23	300	00	
3			10			17			24		31	
4			11			18			25			
5			12	1450	00	19			26			
6			13			20			27			
7	450	00	14			21			28			
A. Total Withholding Tax Liability for the First Month of the Quarter . . . . .										A	6300	00

**Line instructions—Oregon Schedule B**

Complete Oregon Schedule B if you are required to deposit on a semi-weekly or one-banking day basis. This form includes a box for every day of the quarter. Locate the boxes that match your payroll dates. Enter

the amount of Oregon tax withheld from your employees during each payroll period. Enter the total tax withheld for each month in boxes A, B, and C. Enter the total of all the amounts in box D. The total should equal the total withholding tax reported in box 5B on Form OQ. **DO NOT ENTER CREDITS.**

# OREGON UNEMPLOYMENT INSURANCE TAX

## Subject wages

Generally, wages reportable for Federal Unemployment Tax Act (FUTA) purposes are reportable for Oregon unemployment insurance (UI) tax. All wages, including draws, are reportable when paid to the employee. For example, wages paid April 1, for work performed in March are reportable in the second quarter (April–June).

An employee is any person (including aliens and minors) employed for pay by any employer subject to Employment Department law (ORS 657.015).

“Wages” means all compensation for service, unless specifically excluded by law. Payments other than cash are reportable at their cash value in the quarter in which they are available to the employee.

The following are examples of subject wages:

- Payments for services to individuals in the employ of any type of corporation, except those electing to be excluded under the family corporation provision (see excluded wages).
- Payments for agricultural and domestic labor by qualified employers.
- Payments for services to individuals in the employ of nonprofit organizations or political subdivisions.
- Payments for services performed in the employ of a church or other religious organization.
- Special payment for services, such as commissions, fees, bonuses, prizes, separation allowances, guaranteed wage payments, vacation, and holiday pay.
- Employee tips reported by the employer pursuant to Section 3306 of the Internal Revenue Code.
- The actual value of lodging (room, apartment, or house rental) and meals provided to employees as part of their pay. When the actual cash value is not available, the following minimum amounts have been established: room and board—\$150 per month, meals—\$1.50 per meal. **Note:** noncash payments for agricultural and domestic services are not subject.

## Excluded wages

Examples of payments that are not subject under unemployment insurance law are:

- Payments to a proprietor or the proprietor’s spouse, parent, or child under 18.
- Payments to a legally responsible and registered general partner or partners of a Limited Liability Partnership (LLP) or to members of a Limited Liability Company (LLC).
- Noncash payments to workers in agricultural or domestic employment.
- Sick pay under workers’ compensation law.
- Closely held family corporations may elect to exclude payments for services to corporate officers who:
  - Are directors,
  - Have a substantial ownership interest in the corporation, **and**
  - Are members of the same family, such as parents, daughters, sons, daughters-in-law, sons-in-law, or grandchildren.

However, those excluded may be subject to higher FUTA tax.

An election to exclude corporate officers must be in writing and will be effective the first day of the calendar quarter in which it is submitted for approval.

## Unemployment insurance tax payments

UI tax payments are due quarterly in accordance with the payment instructions on page 7. When there is more owed than taxes, payments are applied first to legal fees, penalties, and interest. The remainder is applied to tax owed.

## Special payroll tax offsets

The Oregon Legislature authorized the unemployment insurance tax system to collect revenues during the first and second quarters of 2003 to fund the Employment Department’s JOBS Plus program and the Bureau of Labor and Industries’ Wage Security Fund. The special payroll tax offsets to fund both programs will be processed during the first quarter of 2003 at a total of .1 percent (.07 percent for the

JOBS Plus program and .03 percent for the Wage Security Fund). The second quarter offset will be .07 percent for the JOBS Plus program only. JOBS Plus provides incentives for employers to hire job seekers receiving unemployment insurance benefits into on-the-job training in private and public sector jobs. The Wage Security Fund pays final wages to employees of companies that have gone out of business without paying all wages due their employees.

You may not use this amount to calculate a credit when reporting on federal Form 940 and 940EZ. To calculate “contributions paid to the state,” use two lines in item 3 on Form 940 (computation of tentative credit), one for the first two quarters and one for the remaining two quarters.

The “state experience rating” for the first and second quarters is the unemployment insurance tax rate minus .001 for the first quarter and minus .0007 for the second quarter. “Contributions actually paid to the state” should equal the amounts found on line 16 on Form OQ for the first and second quarters, plus the total in line 5A for the third and fourth quarters. This assumes payments for each quarter. If the amounts paid were less than what is owed, report the amount **actually** paid.

To obtain Forms 940 and 940EZ, contact the IRS at **1-800-829-3676**. You may also download the forms from the Internet at: [www.irs.gov](http://www.irs.gov).

### Employer ceases to be subject to UI tax

An employer who ceases to have sufficient employment or payroll subject to ORS Chapter 657 must file an application for such a finding by the director of the Employment Department in accordance with ORS 657.415. Such exemption shall continue until the employer again qualifies as an employer as defined in ORS 657.

### Equal opportunity employer

The Employment Department is an equal opportunity agency and does not discriminate in providing services on the basis of race, color, religion, sex, nation of origin, age, disability, political affiliation or belief, citizenship, or marital status. Auxiliary aids and services are available upon request to disabled individuals. Contact the nearest Employment Department office for assistance.

### Employment offices listed below

Information on unemployment insurance tax laws is available by calling these numbers. Call 503-947-1488 for the Central Office in Salem. The TTY number is 711. Written inquiries may be sent to: Tax Section, Employment Department, 875 Union St NE, Salem OR 97311-0030. The e-mail address is: [taxinfo@emp.state.or.us](mailto:taxinfo@emp.state.or.us).

### STATE EMPLOYMENT TAX OFFICES

Office	Phone	Office	Phone
Albany .....	541-967-2171	McMinnville .....	503-434-7574
Astoria .....	503-325-4821	Medford .....	541-776-6067
Beaverton .....	503-626-2151	Newport .....	541-574-2303
Bend .....	541-388-6086	Ontario .....	541-889-2710
Coos Bay area .....	541-756-8469	Oregon City .....	503-657-2002
Corvallis .....	541-757-4261	Pendleton .....	541-276-9050
Eugene .....	541-686-7797	Portland–Downtown .....	503-731-4276
Grants Pass .....	541-474-3151	Portland–North .....	503-280-6013
Gresham .....	503-666-1985	Redmond .....	541-548-8196
Hillsboro .....	503-681-0226	Roseburg .....	541-440-3344
Hood River .....	541-386-6020	Salem–Field Office .....	503-378-3352
Klamath Falls .....	541-883-5628	Salem–Central Office .....	503-947-1488
LaGrande .....	541-963-7111	Woodburn .....	503-982-2817

# OREGON WITHHOLDING TAX

## Subject wages

Some examples of taxable wages are:

- Salaries, commissions, bonuses, wages, fees, prizes, separation allowances, guaranteed wage payments, and vacation or holiday pay.
- Payments by a corporation, including S corporations and professional corporations, to a corporate officer for services, including guaranteed wage payments for services.
- Wages paid when an employer-employee relationship exists between a husband and wife or a parent and child.

## Exempt wages

Oregon withholding law exempts wages paid for certain kinds of services, labor, employee allowances for the benefit of employer, and reimbursed employee business expenses. A list of exempt wages is in the Oregon Business Guide. Call the Oregon Business Information Center at 503-986-2200 to order a copy.

## Withholding on IRAs, annuities, and compensation plans

The withholding of taxes from commercial annuities, employer-deferred compensation plans, and retirement plans is mandatory for the payer. However, an individual may choose to have no withholding. The payer must present the federal Form W-4P or a similar form to the payee. The payee uses Form W-4P to show the exemptions for state withholding. Withhold as if the payments were wages, using the tax tables furnished by the Oregon Department of Revenue. The amount of withholding per payee must be \$10 or more.

- Withholding on pensions and annuities requires a separate Business Identification Number (BIN) from your payroll account as these are not actually payroll wages.

Oregon does not follow the federal backup withholding rules for pensions and annuities distributions.

The payer issues 1099s to the payees at the end of the year and files Form WR with the Oregon Department of Revenue.

For more information, call 503-945-8091.

## Figuring exemptions

Use the number of exemptions claimed by an employee on Internal Revenue Service Form W-4. Oregon does not have its own W-4 or W-4P. If an employee didn't file a Form W-4, use "single -0-" exemptions. Don't allow the exemptions on W-4 if:

- The employee claims exempt status for state withholding tax only, **or**
- The Oregon Department of Revenue or the Internal Revenue Service tells you not to allow the exemptions.

**You must send a copy of Form W-4 to the Department of Revenue within 20 days after receiving it if the employee claims:**

- More than 10 exemptions.
- Exemption from federal or state tax, and the employee's income is expected to exceed \$200 per week.
- Exemption from state withholding tax but not from federal withholding tax.

Send copies to: W-4 Project Manager, PO Box 14560, Salem, OR 97309-5011. Make sure that Form W-4 has complete information on both employer and employee.

## Figuring withholding tax

To figure the amount of tax to withhold from an employee's wages:

- Use the "wage bracket" tables in the Oregon Withholding Tax Tables, effective January 1, 2002, **or**
- Use the percentage formula for computer payroll systems in the Oregon Withholding Tax Tables.

**Note:** If you need a copy of the Oregon Withholding Tax Tables, call 503-945-8091 or 503-378-4988. This information is also available on the Internet at: [www.dor.state.or.us/withhold/bus.html](http://www.dor.state.or.us/withhold/bus.html).

All Oregon employers must withhold tax from employee wages (including draws) at the time employees are paid. Taxes are withheld and reported in the quarter the employee is paid.

Employees who need additional state withholding can request **Circular 150-206-643 from the Department of Revenue**. Some employers must withhold and report state withholding tax even though they don't have to withhold federal tax.

**Revenue field offices listed below**

Forms and assistance are available at the offices shown below. Don't send your reports or payments to these addresses. You also may call 1-800-356-4222 (toll-free within Oregon) or 503-378-4988 in Salem. The TTY number is 1-800-886-7204 (toll-free within Oregon) or 503-945-8617 in Salem. A

message line is available all year for those who need assistance in Spanish. The number in Salem is 503-945-8618. Written inquiries may be sent to: Oregon Department of Revenue, 955 Center Street NE, Salem OR 97301-2555. The Internet address is: [www.dor.state.or.us](http://www.dor.state.or.us).

<b>OREGON DEPARTMENT OF REVENUE FIELD OFFICES</b>			
<b>Office</b>	<b>Address</b>	<b>Office</b>	<b>Address</b>
Bend .....	951 SW Simpson, Suite 100	Pendleton .....	700 SE Emigrant Ave, Suite 310
Eugene .....	1600 Valley River Dr, Suite 310	Portland .....	800 NE Oregon St, Suite 505
Medford .....	24 West 6th Street	Salem Main ...	955 Center St, Room 135
Newport .....	119 NE 4th St, Suite 4	Salem Field ...	4275 Commercial St SE Building 2, Suite 180
North Bend ...	3030 Broadway	Tualatin .....	6405 SW Rosewood St, Suite A

**TRANSIT DISTRICT EXCISE TAX**

These tax programs are administered by the Oregon Department of Revenue for the Tri-County Metropolitan Transportation District (TriMet) and the Lane Transit District (LTD). They provide revenue for mass transit (ORS Chapter 267). Transit payroll (excise) tax is imposed on most employers who pay wages for services performed in the TriMet or LTD districts.

**TriMet service area**

TriMet serves the Portland Metropolitan area, which includes parts of Multnomah, Washington, and Clackamas counties. For information on TriMet boundaries, call 503-962-6466 or the Oregon Department of Revenue at 503-945-8091.

**ZIP codes completely in TriMet district**

97005	97062	97227
97006	97068	97229
97008	97201	97230
97024	97202	97232
97027	97203	97233
97030	97204	97258
97034	97205	97266
97035	97206	97267
97036	97209-97225	97268
97060		

**ZIP codes partially in TriMet district**

97007	97045	97116
97009	97055	97123
97013	97060	97124
97015	97070	97140
97019	97080	97231
97022	97113	97236
97023		

**LTD service area**

LTD serves the entire Eugene-Springfield urban area as well as several rural areas. For information on LTD boundaries, call 541-682-6100 or the Oregon Department of Revenue at 503-945-8091.

**City Zip Code**

Alvadore	97409
Blue River	97413
Coburg	97401
Cottage Grove	97424
Creswell	97424
Dexter	97431
Elmira	97437
Eugene	97401
Eugene	97402
Eugene	97403

Eugene	97404
Eugene	97405
Eugene	97440
Fall Creek	97438
Finn Rock	97488
Goshen	97401
Jasper	97438
Junction City	97448
Lancaster	97448
Leaburg	97489
Lowell	97452
Maywood	97413
McKenzie Bridge	97413
Pleasant Hill	97455
Springfield	97477
Springfield	97478
Thurston	97482
Trent	97431
Veneta	97487
Vida	97488
Walterville	97488

### Who must file a report?

All employers who have employees working in the TriMet or LTD districts and who aren't exempt (see "Exempt payroll" to the right) must register and file with the Oregon Department of Revenue. If an employer doesn't have employees working within the transit district boundaries, the payroll isn't subject to the transit tax.

### Wages subject to transit districts

Wages means all salaries, commissions, bonuses, fees, or other items of value paid to a person for services performed within a transit district. See ORS 267.380 for further details. Transit district wages also include:

- Contributions to a Simplified Employee Pension (SEP) made at the election of the employee.
- Payments for the purchase of IRC section 403(b) annuities under salary reduction agreements.
- Contributions to 401(k) retirement plans made at the election of the employee, including employer-matched contributions.
- Pick-up payments to governmental retirement plans under salary reduction agreements.
- Amount deferred under governmental deferred compensation plans.

- Any amount deferred under a nonqualified deferred compensation plan.
- Payment to an IRC408 Individual Retirement Account under salary reduction agreement.

### Exempt payroll

The following are exempt from TriMet and LTD excise taxes:

- Federal government units.
- Federal credit unions.
- Public school districts.
- Organizations, except hospitals, that have qualified for exemption under ORS 267.380(1)(b).
- All foreign insurers are exempt. All insurance adjusters, agents, and agencies, as well as their office support staff, whether representing foreign or domestic companies also are exempt.
- Domestic service in a private home.
- Casual labor.
- Services performed outside the district.
- Seamen who are exempt from garnishment.
- Employee trusts that are exempt from taxation.
- Tips paid by the customer to the employee.
- Wages paid to employees whose labor is solely connected to planting, cultivating, or harvesting seasonal agricultural crops.

The following are exempt from LTD but subject to TriMet:

- Public education districts.
- Public special service and utility districts.
- Port authorities.
- Fire districts.
- City, county, and other local government units.

### How to figure the transit tax

The transit tax is imposed directly on the employer. It is imposed only for the amount of gross payroll paid for services performed within the TriMet or LTD district.

Use the current TriMet or LTD tax rates. If you are subject to TriMet or LTD transit tax and no tax rate is printed, contact the Oregon Department of Revenue at 503-945-8091.

# OREGON WORKERS' BENEFIT FUND ASSESSMENT

## The Workers' Benefit Fund (WBF)

The Workers' Benefit Fund assessments collected from employers and workers are deposited into the Workers' Benefit Fund. This fund supports programs which directly benefit injured workers and the employers who help them return to the work force. More information about specific programs supported by the fund may be found on the Internet at [www.cbs.state.or.us/external/wcd/docs/wcd\\_facts/top\\_ben.pdf](http://www.cbs.state.or.us/external/wcd/docs/wcd_facts/top_ben.pdf).

To keep the fund in balance, the director of the Department of Consumer and Business Services determines and sets the WBF assessment rate annually in compliance with requirements in ORS 656.506.

**Note:** This assessment is separate from your workers' compensation insurance premium.

## Workers subject to Workers' Benefit Fund (WBF) assessment

Workers subject to the Workers' Benefit Fund assessment are workers for whom the employer is required by law to provide workers' compensation insurance coverage. If the employer elects to provide workers' compensation insurance coverage for himself and/or nonsubject workers, the WBF assessment must also be reported.

For each quarter that you have subject workers or covered nonsubject workers, you must file a Form OQ to report hours worked. For any quarter you have coverage, but no workers or only volunteer workers, you must file a Form OQ to report -0- hours worked and -0- assessment due. If you do not file a Form OQ during the time you have subject workers or workers' compensation insurance coverage, you may be assessed a penalty.

For information on subject workers, call 503-947-7815, or write: Compliance Unit, DCBS/WCD, 350 Winter St NE, Rm 27, Salem, OR 97301-3879.

For all other questions regarding the WBF assessment, call the WBF hotline at 503-378-2372, or check out the Information Sheet at [www.cbs.state.or.us/external/bad/badrec4.html](http://www.cbs.state.or.us/external/bad/badrec4.html).

## Hourly assessment

The assessment is based on the total number of hours or parts of hours worked by all subject workers in the same pay period as is used to compute the employee's withholding. The hourly assessment rate is printed on Form OQ in box 10, and may change annually.

## How to update or close your Workers' Benefit Fund assessment account

If you change ownership, discontinue business, or cease to employ workers, contact your workers' compensation insurer with the corrected information. When your insurer terminates or files an endorsement to the guaranty contract with the Workers' Compensation Division, your WBF assessment account also will be corrected or closed. You also may use the Change in Status Report to expedite updating or closing your WBF assessment account for reporting purposes, but your insurance coverage and claims liability remain unchanged and in effect until your insurer notifies the Workers' Compensation Division directly.

## Send notices or requests regarding the Workers' Benefit Fund assessment to:

Workers' Compensation Assessments Section  
DCBS/BAD  
350 Winter St NE, Rm 300  
Salem OR 97301-3878