

# New & Noteworthy

Important information from the Oregon Department of Revenue



- |  |  |   |   |  |
|--|--|---|---|--|
| 1  | 2  | 3   | 4   | 5  |
| <p><b>Enter the payment amount</b> that you want applied to each program. <b>Do not enter credits.</b></p> | <p><b>Enter the total payment.</b> It must equal the amount of the check <b>and</b> the boxes to the left.</p> | <p><b>Enter the quarter for which you're paying.</b> Enter only 1, 2, 3, or 4 in the box. Do not use 1st, 2nd, 3rd, or 4th.</p> | <p><b>Verify</b> correct year and business ID number.</p> | <p><b>Please do not alter coupons.</b> The scanline contains the business ID number and other information.</p> |

## Automated Scanning\*

Like most organizations, the Department of Revenue uses automated scanning equipment to streamline payment processing. Our scanning system is a tremendous time-saver. However, you must do your part also. Please follow these guidelines.

- Write legibly with blue or black ink.
- Please don't staple, clip, or tape your check and coupon together.
- See the example to the right for the best way to write numbers on your coupon and check so the scanning equipment can read them.
- Use the correct year coupon to ensure payment is posted correctly.

**YES**    5 7 3 . 0 0

**NO**    5 7 3 .  $\frac{0}{X} \frac{0}{X}$

**NO**    5 7 3 . —

## Taxpayer Assistance

**General tax information** ..... [www.oregon.gov/DOR](http://www.oregon.gov/DOR)  
 Salem ..... 503-378-4988  
 Toll-free from an Oregon prefix ..... 1-800-356-4222

**TTY (hearing or speech impaired; machine only):**  
 Salem ..... 503-945-8617  
 Toll-free from an Oregon prefix ..... 1-800-886-7204

**Asistencia en español:**  
 Salem ..... 503-378-4988  
 Gratis de prefijo de Oregon ..... 1-800-356-4222

**Americans with Disabilities Act (ADA):** Call one of the help numbers for information in alternative formats.

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## Payments using Form OTC (if not paying electronically with EFT)

- You must include Form OTC with each combined payroll tax payment you make, including payments made with your Oregon Quarterly Tax Report (Form OQ).
- If you amend a Form OQ and have a payment due, include Form OTC with your amended report.
- **Never include credits on your coupon.** If you have a credit, send a written request to the agency that handles the program with the credit. Please include program, quarter, and year the credit exists and any notices or memos you've received regarding the credit.

## Electronic Funds Transfer (EFT) information

- Electronic Funds Transfer (EFT) is offered as an easy, quick, and secure alternative for paying combined payroll taxes. **If you are mandated to pay by EFT for federal purposes, you must do the same for Oregon.**

**Note:** You will **not** receive OTC coupons if you pay using EFT.

- For more information, go to the Department of Revenue's website at [www.oregon.gov/DOR/ESERV/eft.shtml](http://www.oregon.gov/DOR/ESERV/eft.shtml) or call 503-947-2017.

## Updating your address or phone number?

- Fill out the *Change in Status Report*, 150-211-157 or e-mail the information to: [payroll.help.dor@state.or.us](mailto:payroll.help.dor@state.or.us).

## Tax tables for 2008

- Continue using the Oregon withholding tax tables effective January 1, 2007.

## When are withholding deposits due?

- The due dates for withholding tax deposits for Oregon are the same as for depositing your federal tax liability.

## Transit information—TriMet and LTD

- Please see the Oregon Department of Revenue's website at [www.oregon.gov/DOR/BUS/IC-211-503.shtml](http://www.oregon.gov/DOR/BUS/IC-211-503.shtml) for the new transit rates for 2008 or call 503-945-8091.

## Electronic filing options

- Check out the electronic filing options available for employers at [www.oregon.gov/EMPLOY/TAX](http://www.oregon.gov/EMPLOY/TAX) or by calling 503-947-1488 for more information.