

2023

Oregon Domestic Combined Payroll Tax Report

Instructions for Oregon domestic employers



For faster processing:

- ✓ File electronically.
- ✓ Pay on Revenue Online.
- ✓ Use this booklet.
- ✓ Check your math.
- ✓ No payroll?
Enter 0 on lines 8a, 8b,
and 20 of Form OA.



Contact Information

Oregon Department of Revenue (DOR)

State withholding

503-945-8100 or 1-800-356-4222

Fax: 503-945-8772

Email: payroll.help.dor@dor.oregon.gov

Oregon Department of Revenue

955 Center Street NE

Salem OR 97301-2555

Go to www.oregon.gov/dor for:

- Payroll tax basics
- Sign up for *Payroll Tax News*
- Withholding tables and formulas

Oregon Department of Consumer & Business Services (DCBS)

State Workers Benefit Fund (WBF) assessment

Subjectivity questions

503-947-7815 or 1-888-877-5670

Email: wcd.employerinfo@dcbs.oregon.gov

Assessment questions

503-378-2372 or *Fax:* 503-378-3134

Email: wbf.assessments@dcbs.oregon.gov

Assessments Unit

DCBS/CSD/Financial Services

PO Box 14480

Salem OR 97309-0405

Go to www.oregon.gov/dcbs/wbf for:

- What is the Workers' Benefit Fund?
- Determining WBF hours worked
- Calculating the WBF assessment
- Corrections and changes notification form

Oregon Workers' Compensation Division

Go to www.wcd.oregon.gov for:

- Workers' Compensation (WC) insurance
- Employer incentives to hire an injured worker
- Insurers authorized to write WC policies
- Do I need WC insurance?

Oregon Employment Department (OED)

State Unemployment Insurance tax (UI) and Paid Leave Oregon (Paid Leave) contributions

503-947-1488

Fax: 503-947-1700

Email: contributions.unit@employ.oregon.gov

Contributions and Recovery

Oregon Employment Department

875 Union St NE

Salem OR 97311-0030

Go to frances.oregon.gov/employer for:

- Electronic reporting
- UI account information

Paid Leave Oregon Equivalent Plans

833-854-0166

Email: paidleave@employ.oregon.gov

Paid Leave Oregon

Oregon Employment Department

875 Union St NE

Salem OR 97311-0030

Go to paidleave.oregon.gov for:

- Electronic reporting
- Equivalent Plan information
- Small employer assistance grants
- Paid Leave benefit questions

Additional Resources

Bureau of Labor and Industries (BOLI)

For wages: www.oregon.gov/boli/whd

For everything else: www.oregon.gov/boli

Oregon Secretary of State (SOS)

Go to sos.oregon.gov/business for:

- *Starting a Business*
- *Employer's Guide for Doing Business in Oregon*
- Electronic Business Registration forms

Internal Revenue Service (IRS)

Go to www.irs.gov/businesses for:

- Contracting payroll service
- Acquiring a Federal Employer Identification Number (FEIN)
- Federal payroll tax forms

Oregon Department of Justice (DOJ)

Employers must report all new and rehired employees within 20 days of their hire date.

503-378-2868 or 1-866-907-2857

Email: emplnewhire.help@doj.state.or.us

Division of Child Support

Employer New Hire Reporting Program

4600 25th Ave NE, Suite 180

Salem OR 97301

For the Oregon Employer Services Portal:

employerportal.oregonchildsupport.gov

For everything else:

www.oregonchildsupport.gov

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You can find this booklet at www.oregon.gov/dor/bus

Where to find forms

You will no longer receive personalized forms in the mail. Blank forms are available online or by order.

Download blank forms: www.oregon.gov/employ/forms or www.oregon.gov/dor/forms

Order blank forms: 503-947-1488

Where to Pay

To pay electronically, use Revenue Online at www.oregon.gov/dor

Log in, select "Withholding Payroll," and click on "I want to make an OTC payment."

Find more instructions at www.oregon.gov/dor/business

To pay by mail, use paper Form OR-OTC-V.

You must include one form with each payment.

To order, go to www.oregon.gov/dor/business.

Form OR-OTC-V is mailed separately to employers.

Where to File

Form OA and Form 132 Domestic
using Employment Department app
(see page 5)



File electronically using Frances Online:
frances.oregon.gov/employer

All reports printed on paper
(see pages 5)



Mail to: Oregon Department of Revenue
PO Box 14800
Salem OR 97309-0920

Tips for Successful Reporting

When you report all required information correctly, you can avoid delays in the processing of your forms. Delays may result in penalties, interest charges, and other fees you may be required to pay if you don't report accurately and on time. **If you use a payroll service, remember you are ultimately responsible for providing reports and payments accurately and timely.**

How to avoid common problems

- File and pay electronically to reduce calculation errors and other mistakes. See Filing Option on page 8.
- Use the correct Oregon Business Identification Number (BIN).
- Put the BIN and quarter/year on each report form in the appropriate box.
- Use the correct tax and assessment rates.
- Make sure to include your name and address.
- Keep copies of your completed forms for your records.
- Report whole hours on Form OA (WBF assessment) and on Form 132 Domestic.

New Information

Tax rates

- The Workers' Benefit Fund (WBF) assessment rate is **0.022**.
- The taxable wage base for Unemployment Insurance (UI) is **\$50,900**.
- The Paid Leave contribution rate is **0.01**, and the wage base is **\$132,900**.

Frances Online – OEDs new system

Frances Online replaced the Oregon Payroll Reporting System (OPRS) and the Employer Account Access (EAA) portal beginning with the 2022 third quarter filing. Frances Online supports both unemployment insurance (UI) and Paid Leave Oregon, the new program for family, medical and safe leave.

Frances Online provides more personalized services, including:

- Ability to self-service your account.
- File, view, and amend your reports.
- View your balance and account status.
- Make past due payments.
- View and print letters from OED.
- Respond to questionnaires.
- Send secure messages.
- Use on your phone or tablet.

For more information or to sign up for an account, go to www.frances.oregon.gov/employer.

New Form OA Domestic and 132 Domestic

Beginning with the 2023 first quarter returns, use the new Form OA Domestic and Form 132

Domestic. It has been significantly redesigned to account for reporting requirements, including Paid Leave contributions. You can find it on OED's website (see page 1).

Paid Leave Oregon (Paid Leave)

Paid Leave is a new program that allows individuals to take paid time off when life's moments impact them and their families' health and safety.

Paid Leave contributions for employees and employers began January 1, 2023. Employees can start applying for Paid Leave benefits September 3, 2023. For more information, go to Paid Leave's website (see page 1).

WBF Assessment

For updated guidance on calculating and reporting assessment, see the Workers' Benefit Fund (WBF) Assessment booklet on the website (see page 1) (OAR 436-070).

Form requirements

Form OR-WR (which includes state withholding and the statewide transit tax) is required to be filed electronically with Revenue Online. See "Revenue Online".

DOR requires all submitted forms to be complete, legible, and on approved agency forms. Non-agency forms and forms that are incomplete or illegible won't be processed and will be returned to you. Agency forms are located on the agency websites (see page 1).

Important Information

Oregon Department of Revenue (DOR), Oregon Employment Department (OED), and Department of Consumer and Business Services (DCBS) rules may be different from each other. *Read all instructions carefully. If you have questions, contact the appropriate agency* (see page 1).

Unemployment Insurance (UI) tax rate

Your UI tax rate is based on the last 12 quarters experience through June 30, 2023. You received a Notice of Estimated Tax Rate in November of 2022 because the data is not available for the first two quarters of 2023 until we receive your annual report in 2023. Final tax rate notices will be mailed in May 2024 after the year 2023 annual reports are processed.

What is a filed return?

Only columns on Form OA Domestic that are filled in with numerical information are considered a filed return (for example, using a 0 rather than a blank space).

You don't need to file Form 132 Domestic if you file a non-payroll report.

Closing your account

If you close your account mid-year, all reports and payments are due within 20 days of the date that you terminate your employees, instead of January Form requirements

Filing option

Employers with exclusively domestic (in home service) employment may choose to file the combined payroll tax reports quarterly or annually. Contact OED for more information (see page 1).

Required reporting

If you're an employer who's subject to UI or Paid Leave, report required information on Form 132 Domestic.

Mailing of this booklet and forms

To reduce costs, we no longer mail this booklet with personalized forms. This change will reduce paper waste, returned mail, and processing times. You can download blank forms. We encourage you to electronic file all payroll forms (see page 3).

Revenue Online

Revenue Online, DOR's self-service site, is available for combined payroll taxpayers. Revenue Online provides convenient, secure access to tools for managing your tax account—and it's free! With Revenue Online, you can:

- View your tax account.
- Make certain payments by selecting "Make a Payment."
- View and print letters from DOR.
- Send DOR secure messages.
- File certain returns.
- Check your DOR account balance and more!

For more information or to sign up for an account, go to www.oregon.gov/dor.

Note: The W-2 filing date has changed to **January 31** of each year. 1099s with information in box 7 will be due January 31.

UI—Alternate base year

Individuals that file a claim for UI benefits might qualify using an Alternate Base Year. To determine if they qualify, OED will send a request for information to the last known employer. The response to this notice doesn't replace Form OA Domestic. You need to include the wages and hours for all subject employees, whether using a Regular or Alternate Base Year on your Forms OA and 132 Domestic. Contact OED for more information (see page 1).

Oregon identification numbers

Your Oregon Business Identification Number (BIN) is not the same as the Revenue Identification

Number (RIN) or your registry number issued by the Oregon Secretary of State's Corporation Division. **If you don't know your BIN, contact DOR** (see page 1).

The correct format for a BIN is NNNNNNNN-N (for example, 1234567-8).

You must include your BIN at the top of all correspondence, returns, and payments that you file with DOR, OED, and DCBS.

Important: If the structure of your business has changed, contact DOR (see page 1).

Withholding tax tables and formulas

The Oregon withholding tax tables and formulas will be updated each year with an effective date of January 1. DOR will send information through the Payroll Tax News. Contact DOR for more information (see page 1).

W-2 informational returns

All businesses and payroll service providers must report W-2 information electronically to DOR using iWire (see page 8). The filing due date is **January 31** of each year.

1099 electronic filing requirements

If your business reports the following 1099 forms, you **must submit them electronically each year by:**

March 31	Form 1099-MISC Form 1099-G Form 1099-R Form 1099-K Form W-2G
January 31	Form 1099-NEC

You're required to file electronically if you have one or more information returns. An information return is a tax document you must file to report certain business transactions to DOR and the IRS, such as 1099s (ORS 314.360).

Penalties assessed

DOR may assess penalties for employers who don't file a timely information return (Form W-2 or 1099) or file an incorrect or incomplete information return [House Bill (HB) 2464]. DOR may assess \$50 per information return, up to an annual maximum amount of \$2,500. DOR may raise the penalty to \$250 per information return, up to an annual maximum amount of \$25,000, for employers who knowingly fail to file a timely information return or knowingly file an incomplete, false or misleading information return.

Oregon retirement savings program

OregonSaves, the Oregon retirement savings program, is an easy way for Oregonians to save for retirement through payroll deductions. Oregon employers that don't currently offer an employer-sponsored retirement plan will facilitate OregonSaves for its employees. OregonSaves will roll out in phases to employers in the next few years. For more information, go to www.oregonsaves.com.

Independent contractors

To be an independent contractor, workers must meet the statutory definition in ORS 670.600. This law covers DOR, OED, Construction Contractors Board, and Landscape Contractors Board.

The laws covering the WC Division of DCBS and the Bureau of Labor and Industries (BOLI) differ from ORS 670.600.

Misclassifying employees as independent contractors can be costly to an employer. For more information about independent contractors, visit www.oregon.gov/ic.

Bankruptcy

If you file for bankruptcy, you need to **separately** notify each state agency that administers the payroll taxes or assessments to which you are subject. Be prepared to supply the case number, the BIN and FEIN of all accounts associated with the bankruptcy.

Keep your records

You must keep WBF assessment-related payroll records for at least four years.

You must keep all other payroll records for at least six years after filing the required reports.

Required Forms

We process paper forms electronically. It's critical for successful reporting to use the correct format and color of ink.

To avoid problems:

- Use only blue or black ink.
- Only file with official forms.
- Use **CAPITAL LETTERS ONLY** when filling out your reports.

If you use a tax preparer, check that they have this booklet and the correct forms.

Forms needed for reporting

Form OA Domestic—File this form each year to document how you calculate the annual amounts of withholding tax, UI tax, Paid Leave contributions, and WBF assessment you owe.

Form 132 Domestic—Use to report state income tax withholding, UI subject wages, or Paid Leave subject wages. For each employee, you must include the following quarterly detailed wage information:

1. Social Security number
2. First initial
3. Last name
4. Whole hours worked
5. State income tax withholding
6. UI subject wages
7. Paid Leave subject wages

Form OR-OTC-V—File with each payroll tax payment to show how the amount paid is to be distributed among withholding tax, UI tax, Paid Leave contributions, and WBF assessment.

Amended forms

Use fillable amended report forms available at OED's website (see page 1):

- Form OQ/OA-AMENDED
- Form 132-AMENDED

DOR: You may make changes as far back as necessary to make corrections and report the proper amount of withholding and transit taxes. However, if that correction results in a refund, you have three years from the due date of the return, or two years from the date the tax was paid, whichever is later, to request that refund.

OED: OED won't process amended payroll reports on non-agency forms. The non-agency forms will be returned to you. Agency forms are located on agency websites (see page 1).

You may make changes to the UI tax or the Paid Leave contribution portions of the reports for any quarter between the first quarter three years back and the current quarter.

DCBS: You may make changes to the WBF assessment portion of the reports for any quarter between the first quarter three years back and the current quarter.

Other forms

Since we process reports and payments electronically, our systems won't pick up special instructions or notations you write on Form OA Domestic or Form OR-OTC-V. Use the following forms, located in the back of this booklet, to make updates:

Business Change in Status Form—Use this form to update your business information, such as: changing a business name, correcting an FEIN, selling or closing a business, no longer working in a transit district, and starting a business in a transit district.

If the structure of your business changes, you may need to complete a *Combined Employers Registration* found on DOR's website (see page 1).

Business Contact Change Form—Use this form to update your contact information, such as: physical, mailing, or email address; phone or fax number; and off site payroll service, accountant, or bookkeeper.

Form OR-WR—If you're an employer, you are required to file this form annually even if you are reporting 0.

If you're an employer, you are required to file electronically through Revenue Online by January 31 of the following year.

This form is required by all employers who withhold state income tax from their employees. It is

filed annually by employers to reconcile the Oregon state withholding taxes reported to DOR with all Oregon W-2s and 1099s issued to your employees. If you stop doing business or no longer have employees, Form OR-WR is due 30 days after your final payroll.

Form OR-OTC-V
Oregon Combined Payroll Tax Payment Voucher
Oregon Department of Revenue

Page 1 of 1 • Use UPPERCASE letters. • Use blue or black ink. • Print actual size (100%). • Don't submit photocopies or use staples.

Business identification number (BIN) _____ Year (YYYY) _____ Quarter that payroll was paid to employees (1, 2, 3, or 4) _____

1. Unemployment Insurance 1. _____

2. State Withholding 2. _____

3. TriMet Transit District 3. _____

4. Lane Transit District 4. _____

5. Workers' Benefit Fund Assessment 5. _____

6. Statewide Transit Tax 6. _____

7. Paid Leave Oregon 7. _____

Add lines 1-7 and enter total below

Pay online at www.oregon.gov/dor or make check payable to:
Oregon Department of Revenue
PO Box 14900
Salem OR 97309-0920

150-211-0053
(Rev. 07-18-22, ver. 05)

Total payment (add lines 1-7 above)
\$ _____

Filing the Combined Annual Tax Report

Who must file

If you choose an annual reporting schedule, you must file a Form OA Domestic each year if you:

- Are registered as an active employer with DOR or OED, even if you had no payroll during the year
- Have paid workers subject to Oregon's WC law, or any paid individuals covered by WC insurance, whether or not required by law.

You must file Form 132 Domestic if you are:

- An employer subject to state withholdings,
- An employer subject to UI law, or
- A small employer subject to Paid Leave

When to file

Your report and payment are due by January 31, 2024. If your account closes mid-year, both reports and payment are due within 20 days of the closing.

Failure to file

If you don't file a correct, complete annual report, you may receive an assessment from each agency based on available information. Each agency may charge penalties and interest on the amount assessed (see pages 7-8).

Electronic filing option

File electronically using Frances Online. It's more efficient, accurate, and takes less time than paper. Go to: frances.oregon.gov/employer.

Payment Instructions

To pay electronically go to Revenue Online at www.oregon.gov/dor and select "Make a Payment."

To pay by mail, follow these instructions to make sure your payment is correctly applied:

- Complete and send in Form OR-OTC-V with every payment when due, including payments made with your Form OA Domestic.
- Show the amount paid to each tax program in the appropriate boxes on Form OR-OTC-V. Don't include credits (see page 8).
- When reporting annually, enter a "4" in the quarter box regardless of the quarter in which payroll was paid to employees.
- If amending your reports, include Form OR-OTC-V with payment.
- Use current-year personalized coupons. Changes to the coupons or using the wrong coupon could result in misapplied payments.
- Don't staple or tape checks to Form OR-OTC-V.
- Make checks payable to Oregon Department of Revenue. Send Form OR-OTC-V and your check to:
Oregon Department of Revenue
PO Box 14800
Salem OR 97309-0920
- Keep all payment records (see page 6).

Penalties

Unemployment Insurance (UI) tax

A late-filing penalty may be assessed if you file Form OA Domestic or Form 132 Domestic more than 10 calendar days after the due date and received a warning or had a penalty assessed within the past 3 years. Incomplete or incorrectly formatted forms may be returned to you. You must resubmit these forms by the 10th day after the due date to avoid a penalty.

The UI tax late-filing penalty is \$10 for each employee reported, with a \$100 minimum and \$2,500 maximum penalty. If no subject wages are reportable, but you file the report late, you may be assessed a penalty up to \$100.

OED may assess a penalty if you fail to pay a tax assessment. The penalty will be 10 percent of the unpaid tax for that assessment.

OED may assess a 50 percent penalty of the unpaid tax balance if the agency finds out that an employer is intentionally avoiding paying UI tax. [ORS 657.515(5)]

OED may charge an employer an additional 1 percent penalty if, as of September 1, the employer hasn't:

- Filed all UI tax reports:
 - Form OA Domestic, or
 - Form 132 Domestic, or
- Paid all UI taxes due.

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

Note: These penalties are in addition to interest.

Under OED law, an employer may not engage in or advise another employer to engage in activity to transfer or acquire, or attempt to transfer or acquire, a trade or business or any part of a trade or business solely or primarily for the purpose of getting a lower UI tax rate.

If an employer knowingly engages in such activity, the highest UI tax rate (currently 5.4 percent) will be assigned to that trade or business for the tax year in which the activity occurred and for the next three years. However, if the employer is already subject to the highest tax rate for the year, or if the amount of increase in the tax rate is less than 2 percent, an additional penalty tax rate of 2 percent will be added to the calculated tax rate.

Also, if any person advises an employer to engage in this activity, the adviser may be charged a civil penalty of up to \$10,000. Criminal penalties for engaging in tax avoidance schemes also may be imposed.

Paid Leave

A late-filing penalty may be assessed if you file Form OQ or Form 132 more than 10 calendar days after the due date and received a warning or had a penalty assessed within the past 3 years. Incomplete or incorrectly formatted forms may be returned to you. You must resubmit these forms by the 10th day after the due date to avoid a penalty.

The Paid Leave late-filing penalty is 2 percent of the wages of the employer's employees rounded to the nearest \$100. If an employer has no subject wages, the late-filing penalty is \$10 for the first report filed

late up to \$100 for the third or subsequent report filed late. (ORS 657B.920)

Paid Leave may assess an additional penalty if you fail to pay the assessment within 10 days after receiving the written demand. The penalty is 10 percent of the unpaid contribution amount. [(ORS 657B.320(5)]

Paid Leave may assess a 50 percent penalty for the unpaid contribution balance if any part of a deficiency is due to fraud with intent to avoid payment of contributions to the fund. [(ORS 657B.320(6)]

Paid Leave may assess the employer an additional 1 percent penalty of the employer's previous year's subject wages if, as of September 1, the employer hasn't:

- Filed all Paid Leave reports:
 - Form OQ, or
 - Form 132, or
- Paid all Paid Leave contributions due (ORS 657B.910).

Note: These penalties are in addition to interest.

State withholding

DOR charges:

- A 5 percent late-payment penalty on any unpaid tax after the return's (Form OA Domestic) due date.
- An additional 20 percent late filing penalty on any tax due, as of the due date, if you file the return (Form OA Domestic) more than one month late.
- An additional 25 percent penalty if DOR determines and assesses the tax that should have been reported by the due date.
- A possible 100 percent penalty on any tax due if you don't file Form OA Domestic for 3 years in a row.

Workers' Benefit Fund (WBF) assessment

DCBS may charge a penalty if you file or your payment is received more than 10 days after the due date. The penalty will be a minimum of \$50 for each violation, up to \$2,000. Penalties are in addition to tax assessed and interest. If your account is audited for failure to report or for inaccurate reporting, you may be charged additional penalties for failure to comply (OAR 436-70-0050).

Interest

Unemployment Insurance (UI) tax

OED assesses interest on unpaid or late UI tax. The rate is 1.5 percent per month or fraction of a month after the payment is due.

Payments are due by the last day of the month after the quarter ends. Interest is assessed if the payment is one day late. Interest is calculated on unpaid tax only. Previously assessed interest or penalties are not included in the calculation.

Paid Leave

OED assesses interest on unpaid or late Paid Leave contributions at 1.5 percent per month (any portion of a month will be considered a full month) [ORS 657B.320(3)].

Paid Leave contribution payments are due by the last day of the month after the quarter ends. Interest is assessed for a full month if the payment is one

day late. Interest is calculated on unpaid contributions only.

State withholding

DOR charges interest on any remaining tax left unpaid after the due date. DOR will bill for this interest, so you don't need to calculate interest due.

Workers' Benefit Fund (WBF) assessment

If you fail to pay, DCBS will exercise legal rights to collect the delinquent debt. This may result in warrants, garnishments, offsetting your tax refund, or assigning the debt to DOR or a collection agency. If your debt is assigned to collection, you will be charged 9 percent interest on overdue balances. You may also be charged a fee totaling 28 percent of your debt (ORS 293.231).

Credits

To apply a credit to a quarter in the same tax program:

You may use Form OA Domestic to apply an amount that you overpaid in a previous quarter if you haven't already requested or been issued a refund. Add the credit to any prepaid amount in the correct box on Form OA Domestic (box 3, 15a, 15b, or 23) to reduce the balance owing.

To apply a credit to another tax program:

Send a written request to the agency with a credit. Include your account name, address, BIN, tax program, quarter, year, and amount of the credit.

Write the tax program, quarter and year to which you want the credit applied. Attach any notices or memos you received about the credit. Don't use Form OA Domestic to transfer credits between programs.

To request a refund:

Send a written request to the agency with a credit. Include your account name, address, BIN, the word "Refund," and the amount to refund. Attach any notices or memos you received about the credit. Don't use Form OA Domestic to request a refund.

Oregon Annual Tax Report (Form OA Domestic) Instructions

Employer information section

Before you submit Form OA Domestic, make sure to enter your business name, FEIN, BIN, quarter, and year. If anything has changed, update your information in Frances Online or submit a Business Change in Status Form.

Clearly write only numbers in the numbered boxes, otherwise your return won't be considered complete, and it won't be filed for that program.

State income tax withholding

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

- If you are reporting withholding on pension or annuity distributions, enter the amount of distributions with Oregon withholding in this box. This amount does not need to match box 8a or 8b.
- Enter 0 if you didn't have any subject payroll in this quarter.

Box 2. Total tax amount. Enter your total amount of Oregon income tax withheld for the year. Enter 0 on the wage and tax line of the appropriate column if you had subject payroll but didn't have any withholding tax to pay this year. Make sure you only enter numbers in the state withholding tax column, otherwise your return won't be considered complete and it won't be filed for that program.

Box 3. Tax pre-paid this year. Enter the amount of withholding tax you pre-paid. Include any withholding credits you used (see page 9).

Box 4. Total due. Enter box 3 minus box 2. If the amount is less than zero, enter 0.

Box 5. Number of covered workers for UI. Complete this section if you are subject to UI law. To report the number of workers, use the totals for each month in the fourth quarter only (October, November, and December). Include all full-time and part-time workers who worked or received pay subject to UI law during the payroll period which includes the 12th of the month. If need help on how to count workers, call OED at 1-800-262-3912 ext. 7-1248, or 503-947-1248.

- **Daily pay period.** Enter the number of workers on the daily payroll for the workday nearest the 12th of the month.
- **Weekly, biweekly, or semi-monthly pay period.** Enter the number of workers on the payroll for the period that includes the 12th of the month.
- **Monthly pay period.** Enter the number of workers on your monthly payroll.
- **No covered workers.** If there were no covered workers during any pay period, enter 0. Don't leave these boxes blank.

Add boxes 5a, 5b, and 5c. Place the total in box 5d.

Box 6. Paid Leave for out-of-state-employees. Enter the number of employees who only worked outside of Oregon during each quarter. Don't include temporary employees hired to replace employees who were off work while using Paid Leave benefits (see box 7). Add boxes 6a, 6b, and 6c. Place the total in box 6d.

Box 7. Paid Leave for replacement workers. Enter the total number of temporary employees hired as replacements for employees who were off work while using Paid Leave benefits during each quarter. Add boxes 7a, 7b, and 7c. Place the total in box 7d.

Unemployment Insurance (UI)

Box 8a. UI Subject wages. Enter the total amount of UI subject wages paid for the year. This amount must be the same as box G (Total UI Subject wages) on Form 132 Domestic. Include excess wages (see box 9a). Enter 0 if you had no UI subject wages for the year.

Box 9a. Excess wages. Excess wages are wages above the taxable wage base for the year, per employee. Yearly taxable wage bases are:

2023 = \$50,900	2022 = \$47,700
2021 = \$43,800	2020 = \$42,100

Reimbursing employers and Local Government Employers Benefit Trust Fund participants, leave this box blank.

Box 10a. Taxable wages. Enter box 8a minus box 9a. Reimbursing employers, leave this box blank.

Box 11a. UI tax rate. Use your current year's UI tax rate. For the current rate, go to OED's website (see page 1). Reimbursing employers, leave this box blank.

Box 14a. Total tax. Multiply box 10a by box 11a. Round down to the nearest cent and enter the tax amount. Enter 0 if you had no UI tax this quarter.

Box 15a. UI tax prepaid this quarter. Enter the amount of UI tax prepaid or credits used. Include any credit amount that may have been overpaid where no refund was requested or issued (see page 13).

Box 16a. UI penalty and interest owed. Enter the amount of penalty and interest owed if Form OA is submitted more than 10 calendar days after the due date. To calculate the penalty, see page 8.

To calculate interest owed, multiply the unpaid tax owed by 0.015 for each month or fraction of a month after the date the payment is due. Interest is due even if the payment is one day late. When calculating interest, use only the amount of unpaid tax. Don't calculate interest on previously assessed interest or penalties.

Box 17a. Total due. Enter box 14a minus box 15a plus box 16a. If the amount is less than zero, enter 0.

Paid Leave Oregon (Paid Leave)

Box 8b. Subject wages. Enter total wages subject to Paid Leave. This amount must be the same as box H (Total Paid Leave subject wages) on Form 132 Domestic. Include excess wages (see box 9b). Enter 0 if you had no Paid Leave subject wages this quarter.

Box 9b. Excess wages. Enter total excess wages subject to Paid Leave. Excess wages are wages above the Paid Leave contribution wage base for the year, **per employee**. Yearly contribution wage base for 2023 is \$132,900.

Box 10b. Taxable wages. Enter box 8b minus box 9b. If the amount is zero or less, enter 0.

Box 11b. Paid Leave contribution rate. Enter the current contribution rate of 1 percent (0.01).

Box 12. Paid Leave employer contributions. If you are a small employer who received assistance grants, multiply box 10b by box 11b by .40 (10b x 0.01 x 0.40). Round to the nearest cent. If you are a small employer who has not received assistant grants, leave this box blank. To see if you are a large or small employer, visit the Paid Leave website (see page 1).

Box 13. Paid Leave employee contributions. Multiply box 10b by box 11b by .60 (11b x 0.01 x 0.60). Round to the nearest cent.

Note: Employers must begin withholding employee contributions for Paid Leave starting with wages paid on or after January 1, 2023. Employee contributions must be held in trust until paid to DOR on Form OR-OTC-V. An employer may choose to pay all or part of the employee's contribution.

Box 14b. Total Paid Leave contributions. Add boxes 12 and 13.

Box 15b. Paid Leave contributions pre-paid. Enter the amount of pre-paid contributions. Include any credit amount that may have been overpaid where no refund was requested or issued.

Box 16b. Penalty and interest owed. Enter the amount of penalty and interest owed if Form OA is submitted more than 10 calendar days after the due date. To calculate the penalty, see page 8.

To calculate interest owed, multiply the unpaid contribution amount owed by 0.015 for each month

or a 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. Don't calculate interest on previously assessed interest or penalties.

Box 17b. Total due. Enter box 14b minus box 15b plus box 16b. If the amount is zero or less, enter 0.

Special Payroll Tax Offset

Box 18. Special payroll tax offset. Multiply box 10a by the following yearly rate. Don't add or subtract this amount from boxes 14a or 17a.

Yearly offset rate is: 4th quarter of 2023 = .0009

Employers not required to pay Federal Unemployment Tax Assessment (FUTA) are not required to complete this section. For additional information, see page 13.

Workers' Benefit Fund (WBF) assessment

Box 20. Hours worked by paid workers subject to Oregon Workers' Compensation law. Like wages, report hours in the quarter that they are paid. Total all full and partial hours worked by all paid individuals subject to Oregon's WC law or covered by WC insurance through personal election. You must include hours worked by individuals paid by salary or on a basis other than by the hour. Enter the total hours rounded down to the nearest whole (no fractions or decimals). If you have no hours to report for the quarter, enter 0.

Note: The hours you report for the WBF assessment won't necessarily equal the hours you report for UI tax purposes on Form 132 Domestic. In part, this is because there may be differences in who is subject

to which tax. Contact DCBS for more information (see page 1).

Box 21. WBF assessment rate. WBF assessment rates are:

2023 = 0.022 2022 = 0.022

2021 = 0.022 2020 = 0.024

Employers contribute one-half of the hourly assessment amount and deduct one-half from workers' wages.

Box 22. Total assessment. Multiply box 20 by box 21. 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 23. Assessment prepaid. Enter the amount of prepaid WBF assessment or WBF assessment credits used this quarter (see page 9).

Box 24. Total WBF assessment due. Subtract box 23 from box 22. This is the net WBF assessment amount due for the quarter. Enter this amount in the Workers' Benefit Fund Assessment section on Revenue Online or Form OR-OTC-V. If the amount is zero or less, enter 0.

Box 25. Total payment due. Total the amounts in boxes 4, 17a, 17b, 24, and enter in box 25. If you have credits, see page 9. Make your payment on Revenue Online or by mailing in Form OR-OTC-V with your check.

Signature

The tax preparer needs to sign, date, and complete their name, phone number, and license number. A signature is needed even if you file a 0 report.

Employee Detail Report (Form 132 Domestic) Instructions

If you are an employer, you must complete Form 132 Domestic. If Form 132 Domestic is not complete and legible, it cannot be processed and it will be returned to you. You'll have 14 days from the date on the notice to correct and resubmit Form 132 Domestic for it be processed on time.

Enter your business name, FEIN, BIN, the quarter, and year.

Enter the total UI subject wages paid to employees during the quarter. Use as many pages as you need, but enter the total from all pages on page 1 only. This total must be the same as the amount in box 8a of Form OA.

Box 1a. Social Security number (SSN). Enter the SSN for each employee.

Box 1b. Employee name. Enter the first initial and last name of each employee.

Box 1c. Whole hours worked. Enter the whole number of hours each employee worked in the quarter.

- If you don't track hours for a full-time employee, use 520 hours.
- For any part of an hour, round up to the nearest whole hour.
- Report the actual number of hours worked for both straight time and overtime. Don't report hours paid for any leave where work was not performed, including sick leave or vacation leave. Even though these hours aren't reported in box 1c, wages paid are still included in the subject wages in box 1e. Report wages in the quarter they are paid, but report hours in the quarter they are worked.

Note: The hours you report for UI tax purposes on Form 132 Domestic may not be the same as the hours you report in box 20 of Form OA Domestic for the WBF assessment. This may be due to differences in who is subject to which tax. Hours for the WBF assessment should also be reported in the quarter they are paid. Hours for UI tax purposes should be reported in the quarter they are worked. Enter 0 for an employee who didn't work during the quarter but received wages. **Don't leave this box blank.**

Box 1d. State income tax withholding. Enter the amount of withholding tax for employees who are subject to UI law. Round to the nearest dollar. **Report whole dollars only.**

Example: If the total withholding for John Smith for quarter 1 is \$550.43, enter \$550 in box 1d.

Box 1e. UI subject wages. Enter the total UI subject wages paid to each employee during the quarter even if the employee's wages were more than the UI taxable wage base. Wages are reported in the quarter the employee was paid not necessarily when wages were earned.

Box 1f. Paid Leave subject wages. Enter the total Paid Leave subject wages paid to each employee during the quarter even if the employee's wages were more than the Paid Leave contribution wage base. Wages are reported in the quarter the employee was paid not necessarily when wages were earned.

Column totals. Total boxes C, D, E, and F. Enter the column totals for all employees reported on the page. Don't include the totals from other pages of this form.

Unemployment Insurance Tax Information

Subject wages

Generally, wages reportable for FUTA purposes are reportable for UI tax. All wages, including draws, are reportable when paid to the employee. For example, wages paid in January 2022 for work performed in December 2021 are reportable in 2022.

An employee is any person (including aliens and minors) employed for pay by any employer subject to OED law (ORS 657.015). This includes contract, casual, or temporary labor.

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

Examples of subject wages include:

- Payments for services to officers and employees of any type of corporation, except those officers electing to be excluded under the corporation provision (see excluded wages, this page).
- Payments for agricultural and domestic (in-home services) labor by qualified employers.

- Payments for services to employees of nonprofit organizations or political subdivisions.
- Payments for services to clergy and employees of churches or other religious organizations.
- Special payments for services, such as commissions, fees, gifts, bonuses, prizes, separation allowances, guaranteed wage payments, vacation pay, holiday pay, and sick pay.
- Employee tips reported by the employer as directed by Internal Revenue Code Section 3306.
- Board provided to employees as part of their pay has a minimum value of 30 percent of the standard per diem meal rate within the continental United States. Round the per-diem rate to the nearest dollar. The rate per month will be 30 times the rounded daily rate.

If room is also furnished, no additional value will be placed upon it. If room and board are furnished at hotels, resorts, or lodges, or if a room only, an apartment, a house, or any other consideration is provided, the value for tax purposes will be the fair market value.

Excluded wages

Examples of payments that aren't subject to UI tax under UI law are:

- Payments to a sole proprietor or the sole proprietor's child under 18, spouse, or parent.
- Non-cash payments.
- Sick pay under WC law.

UI tax payments

All payments must be sent with Form OR-OTC-V. Enter the amount paid in the "State Unemployment Insurance Tax" box. When there is more owed than taxes, payments are applied first to legal fees, penalties, and interest. The remainder is applied to tax owed.

Employer Account Access

You can review your UI tax account information at frances.oregon.gov/employer.

Special payroll tax

The UI tax program is authorized to collect a special payroll tax that is calculated every quarter. This isn't an additional tax. Employers subject to FUTA must deduct the special payroll tax from the total state unemployment tax to determine the

amount reported as "contributions paid to the state unemployment fund" on FUTA Form 940.

The special payroll tax funds the Wage Security Fund (BOLI) and the Supplemental Employment Department Administration Fund (SEDAF). The BOLI fund pays final wages when a business closes and doesn't have enough money to make final payroll. The SEDAF fund provides OED's services.

Don't include the special payroll tax to calculate a credit when reporting on federal Form 940. To calculate "contributions paid to the state," use two lines in item 3 on Form 940 (computation of tentative credit)—see the table on page 14 for the correct amounts.

Example 1: An employer has a tax rate of 3 percent (0.03). In the second quarter, the experience rate will be 2.91 percent (0.0291), which is the tax rate less the 0.09 percent (0.0009) special payroll tax offset.

Example 2: Employers with the highest state unemployment tax rate, 5.4 percent (0.054), should not calculate the amount of the special payroll tax offset. The employer should use the unadjusted amount of taxes paid to the state as "contributions paid to your state unemployment fund."

"Contributions actually paid to the state" should equal the amounts on line 17, Form OA Domestic for each quarter. If the amounts paid were less than owed, report the amount **actually** paid. To download Form 940 visit the IRS website (see page 2).

Exemption from UI tax

An employer who doesn't have enough employment or payroll may qualify for exemption from UI tax (ORS 657.415). To apply for the exemption, file a written request with the director of OED. If approved, the exemption will continue until the employer again qualifies as an employer (ORS 657).

Election of coverage

An employer who has employees not subject to UI tax may file a written election to cover such employees (ORS 657.425). An employer may opt in two ways. 1. By filing reports and paying associated taxes, or to apply for the election by filing a Notice of Election to Cover Employees form with the director of OED. You will need to receive written notification of approval to begin coverage. To download the form visit OED's website (see page 1).

Paid Leave Oregon Contribution Information

Subject wages

Generally, wages reportable for FUTA purposes and Unemployment Insurance purposes are reportable for Paid Leave. 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 to June).

Paid Leave covers more employees and employment than Unemployment Insurance – employers may be required to report wages for more employees for Paid Leave, but what is included in wages is the same for both programs. An employee is any person (including aliens and minors) employed for pay by any employer subject to Paid Leave (ORS 657B.010). This includes contract, casual, temporary, part-time, or full-time labor employees.

Paid Leave subject wages are payments made to an individual for personal services and the cash value of all compensation to that individual in any method other than cash. Unless specifically excluded, gross subject wages include, but are not limited to, the following:

- Salary and hourly pay.
- Piece rate and by-the-job pay.
- Vacation, sick pay, holiday pay, and paid time off (PTO).
- Bonuses, fees, and prizes from an employer.
- Compensatory time and standby pay.
- Commission or guaranteed wage payments.
- Sickness and accident disability payments.
- Dividends and distributions for services .
- Tips and gratuities.
- Dismissal and separation allowance.
- Compensation other than cash, such as room and board (except for agricultural and domestic employees).
- Fringe benefits, such as company vehicles, company paid parking, sick pay by third parties (e.g. insurance companies), and dependent care assistance.
- Examples of payments that should not be reported as gross subject wages for Paid Leave:
 - Payments to flexible spending accounts and health saving accounts that meet the requirements of the Internal Revenue Code (IRC) section 125 plan paid by the employer or employee.
 - Health, dental, and other insurance paid by the employer.
 - Health, dental, and other insurance paid by the employee under the IRC Section 125 Plan.

- Meal and travel expenses and per diems paid by the employer under an accountable plan.
- Retirement or pension income.
- Sickness or accident disability under worker's compensation.

- Examples are not all inclusive and do not cover all wages. See ORS 657B.010(26) and applicable administrative rules in OAR 471-070 chapter for additional information.

Paid Leave for workers who work or reside in another state

Generally, where wages are performed is treated the same for Paid Leave as Unemployment Insurance and other states with Paid Leave. Paid Leave contributions are due for all employees that work in Oregon, even if they live in another state. Employers should withhold and pay contributions on wages that are earned for services performed entirely in Oregon and for work that is performed both within and outside of Oregon when the work outside of Oregon is incidental to work inside of Oregon.

This includes wages for the following employees:

- Oregon residents whose work is entirely in Oregon.
- Residents of other states who work entirely in Oregon.
- Employees who work remotely in Oregon for employers in other states.
- Employees who work in Oregon and out-of-state when the work in other states is temporary or transitory.
- Employees who work in Oregon and out-of-state and when the base of operations or location that directs the work is in Oregon.
- Employees, who are residents of Oregon, who complete some work in Oregon when there is no base of operations or location that directs the work.

This doesn't include wages for the following employees:

- Oregon residents that work in other states.
- Employees that work remotely in other states for Oregon employers.
- Employees that complete some work in Oregon, including remote work, if the base of operations or location that directs the work is out-of-state and some work is done in that state.

Paid Leave contribution payments

Paid Leave contribution payments are due quarterly when reports are due (see page 10). When there is more owed than contributions, payments are applied first to legal fees, penalties, and interest. The remainder is applied to Paid Leave contributions owed. Credit balances are treated as payments (OAR 471-070-3310).

Exemption from Paid Leave

Paid Leave covers almost every Oregon employer, and almost all employees in Oregon. This includes small and large employers, non-profits, charities, and faith-based organizations. The following employers are exempt from Paid Leave:

- Federal employers and their employees
- Tribal governments and their employees (may choose coverage)
- Self-employed individuals (may choose coverage)

Choose coverage for Paid Leave

Tribal governments and self-employed individuals are exempt from requirements to participate in Paid Leave; however, you can choose to participate. If you choose to participate, you will report wages from the Tribal government or net income from self-employment and pay contributions. Contact OED for more information (see page 1).

Employer responsibilities

Employers with employees working in Oregon are required to:

- Report employee wages for those working in Oregon and employee counts for both Oregon employees and those that work in other state(s).
- Withhold and submit the employee portion of contributions quarterly (or cover some or all those contributions for their employees as an employer-offered benefit) and submit the contributions.
- Pay the employer portion of contributions quarterly (unless exempt from paying employer contributions as a small employer).

Withholding Tax Information

Who is a household employee?

This information applies only if you pay someone for household work and that worker is your employee. Household work is work done in or around your home by babysitters, nannies, health aides, private nurses, maids, caretakers, yard workers, and similar domestic workers.

A household worker is your employee if you can control not only what work is done, but also how it is done. If only the worker can control how the work is done, the worker is not your employee but is self-employed. A self-employed worker usually provides his or her own tools and offers services to the general public in an independent business. If an agency provides the worker and controls what work is done and how it is done, the worker is not your employee.

Should Oregon income tax be withheld from a household employee's pay?

Oregon income tax withholding is not required for household employees. However, Oregon income tax can be withheld if the household employee

asks you to withhold and you agree. In order to determine withholding, the employee must complete federal Form W-4, Employee's Withholding Allowance Certificate.

Figuring withholding tax

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.

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

- Use the Oregon withholding tax tables on DOR's website (see page 1).
- For computer payroll systems, use the percentage formula in the Oregon withholding formula publication on DOR's website (see page 1).

Transit district tax information

Domestic service in a private home is exempt from the Tri-County Metropolitan Transportation District (TriMet) and the Lane Transit District (LTD) tax.

Workers' Benefit Fund Assessment Information

Workers' Benefit Fund

The Workers' Benefit Fund (WBF) supports programs that benefit injured workers and the employers who help them return to the work force. Visit DCBS' website for more information about programs supported by the fund (see page 1).

Note: The WBF assessment is separate from WC insurance premium and doesn't provide insurance coverage.

Workers subject to WBF assessment

Domestic workers subject to the WBF assessment are:

- All paid workers for who the employer is required by Oregon law to provide WC insurance coverage; and
- All paid individuals (workers, owners, officers) who may otherwise be non-subject, but the employer chooses to cover under WC insurance; and
- All paid individuals performing personal support work who are eligible for WC insurance coverage [HB 3618 (2010)]. Refer to ORS 410.600-410.625 for definition of home care workers.

To clarify whether a worker is subject to Oregon's WC law and WBF assessment, call the subjectivity phone (see page 1).

For each calendar year that you have domestic workers covered by WC insurance, you must file a Form OA Domestic to report hours worked. In addition, for each calendar year you have coverage, but no workers, you must file a Form OA Domestic to report -0- hours worked and -0- assessment due. If you don't file a Form OA Domestic during the time you have subject workers or personal elections, you may be assessed a penalty.

Hourly assessment

This assessment is based on the total number of full and partial hours worked by all paid individuals who are subject to the assessment. You must include hours worked for individuals that are paid on a basis other than by the hour. For example, calculate reasonable hours worked for individuals paid by salary, as well as those paid by commission, by the piece, or by the mile.

Hours are reportable when they are paid. Report in 2022 hours worked in December 2021 but not paid until January 1, 2022. The hourly assessment rate may change annually.

How to update or close your WBF assessment account

If your business changes ownership, discontinues business, or no longer employs workers, complete a *Business Change in Status Form*, located in the back of this booklet. In addition, contact your WC insurer with the corrected information.

Oregon Combined Payroll Tax Business Change in Status Form

To Update Business Status and Employment Information

Attach additional sheets if needed.

Business name	BIN (Oregon business identification number)	Owner/Officer updates: To update owner/officer information, attach a complete list of current owners/officers including position, social security number (SSN), home address, and phone.
Other names (ABN/DBA)	FEIN (Federal employer identification number)	
General updates (check all that apply)		
<input type="checkbox"/> Update/Change FEIN to:	<input type="checkbox"/> Update/Change business name to:	<input type="checkbox"/> Now doing business in TriMet/Lane Transit District as of:

Closing account (check all that apply)

<input type="checkbox"/> Closed pension/annuity account as of:	<input type="checkbox"/> No longer doing business in TriMet/Lane Transit District as of:
<input type="checkbox"/> All or	
<input type="checkbox"/> Part of the business was <input type="checkbox"/> Closed <input type="checkbox"/> No longer doing business in Oregon <input type="checkbox"/> Sold <input type="checkbox"/> Leased <input type="checkbox"/> Transferred	

Was business operating at the time it was sold, leased or transferred? Yes No Effective date: _____

How many employees were transferred? _____ Date of final payroll: _____

Describe what was transferred _____

New business name _____

New owner's name	New owner's phone		
New owner's address	City	State	ZIP code

Where are the records of the terminated business? (Include contact name, phone, address, city, state, ZIP code) _____

Changing entity (check all that apply)

Effective date: _____ **Note:** A new *Combined Employer's Registration* form, 150-211-055, is required when there is an entity change.

Change from:	<input type="checkbox"/> Corporation—"C"	<input type="checkbox"/> Corporation—Subchapter "S"	<input type="checkbox"/> LLP (Limited Liability Partnership)	
	<input type="checkbox"/> Individual (Sole Proprietor)		LLC (Limited Liability Company) Recognized by IRS as:	
	<input type="checkbox"/> Partnership—General	<input type="checkbox"/> Partnership—Limited	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor/Single Member <input type="checkbox"/> Partnership	
Change to:	<input type="checkbox"/> Corporation—"C"	<input type="checkbox"/> Corporation—Subchapter "S"	<input type="checkbox"/> LLP (Limited Liability Partnership)	
	<input type="checkbox"/> Individual (Sole Proprietor)		LLC (Limited Liability Company) Recognized by IRS as:	
	<input type="checkbox"/> Partnership—General	<input type="checkbox"/> Partnership—Limited	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor/Single Member <input type="checkbox"/> Partnership	

Employment status updates (check all that apply)

Still in business, but have no paid employees (corporate officers are still subject to payroll taxes). Effective date: _____

Only have workers' compensation insurance to cover owners, officers or members. Only LLC members or officers Only using independent contractors

Employing Oregon residents in another state. State: _____ Now working in Oregon. Effective date: _____

Courtesy withholding

Using leased employees

Name of leasing company	Worker leasing company license number	Date employees leased	
Address	City	State	ZIP code
Leasing company contact name	Phone		

Number of leased employees: _____ Number of non-leased employees: _____ Leasing corporate officers/owners? Yes No

Authorization Under penalties of false swearing, I declare that the information on this form, including accompanying documents, is true, correct, and complete to the best of my knowledge and belief. (ORS 305.810)

Print name	Title	
Signature	Date	Phone

Business Change in Status Form Instructions

Use this form to notify the Employment Department (OED), Department of Revenue (DOR), and Department of Consumer and Business Services (DCBS) of changes to your business or employment status. Attach additional sheets if needed.

General updates

NOTE: Some federal employer identification number (FEIN) and name changes may require a new *Combined Employer's Registration*, 150-211-055, form to be completed.

- Provide the correct FEIN for your business.
- Correct the business name and spelling errors as needed.
- Check the "Now doing business in TriMet/Lane Transit District" box and include the effective date if you're an employer paying wages earned in the TriMet or Lane Transit District. You must register and file with the Oregon Department of Revenue. Wages include salaries, commissions, bonuses, fees, payments to a deferred compensation plan, or other items of value.
- For boundary questions, see the *Oregon Combined Payroll Tax* booklet, 150-211-155, for the list of cities and ZIP codes.
 - The TriMet district includes parts of Multnomah, Washington, and Clackamas counties. For TriMet boundary questions call 503-962-6466.
 - Lane Transit District serves the Eugene-Springfield area. For Lane Transit District boundary questions call 541-682-6100.

Re-opened business

To re-open your business that you've closed for:

- Less than one year, file a:
 - *Business Change in Status Form*, 150-211-156.
- One year or more, file a:
 - *Combined Employer's Registration*, 150-211-055.

For more questions contact DOR at 503-945-8091.

Owner/officer updates

Attach a separate sheet to update or change corporate officer or owner information.

Compensation for services performed by corporate officers and shareholders is subject to payroll taxes (withholding, transit, and unemployment). If owners and officers are covered by Workers' Compensation insurance, the hours worked are also subject to Workers' Benefit Fund (WBF) assessment.

Fax to: 503-947-1700 or

Mail to: **Employment Department
875 Union St NE Rm 107
Salem OR 97311-0030**

For additional copies of this form, download at:
www.oregon.gov/dor/bus or call: **503-947-1488**

Employment status updates

- Check each box that applies to your business and include the effective date of change.
- If Oregon residents are working out of Oregon, indicate which state.
- Check box and indicate effective date of employees now working in Oregon that previously worked in another state.

Using leased employees

If you lease your employees from a Professional Employer Organization (PEO)/Worker Leasing Company, fill in the information requested.

Changing entity

Include the effective date of change, check the box of the entity you're changing from and the box of the entity changing to.

NOTE: Entity changes require the completion of a new *Combined Employer's Registration* form.

Examples include, but aren't limited to:

- Changing from a sole proprietorship to a partnership or corporation.
- Changing from a partnership to a sole proprietorship or corporation.
- Changing from a corporation to a sole proprietorship or partnership.
- Changing of members in a partnership of five or fewer partners.
- Adding or removing a spouse as a liable owner.
- Changing from a sole proprietorship, corporation, or partnership to a limited liability company.

Closing account

- Check the box if you closed a pension and annuity account. Include the effective date of change.
- Check the "No longer doing business in TriMet/Lane Transit District" box and include the effective date if you moved your business from the TriMet or Lane transit district and are no longer subject to this tax.
- Check the box if you closed the business or dissolved a sole proprietorship, partnership, corporation, or limited liability company, and no longer have payroll to report. Fill in the date of final payroll.
- If you sold your business, leased your employees, or transferred your business assets, indicate whether the transaction applied to all or part of the business.
- If you leased all or part of the business, fill out the section "Using Leased Employees."

NOTE: New or reorganized businesses must complete a *Combined Employer's Registration*, 150-211-055, which can be found in pdf format at: **www.oregon.gov/dor/bus** or electronically at **sos.oregon.gov/business**.

Form OR-BCC



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Office use only

Combined Payroll Tax Business Contact Change

Submit original form—do not submit photocopy

Updating contact and address information ensures you'll receive tax forms and other important documents. Updates to contacts and address can also be submitted through your Revenue Online account at revenueonline.dor.oregon.gov.

Part A—Business information

Business name	Federal employer identification number (FEIN)
Other names (ABN/DBA)	Business ID number (BIN)

Part B—Update mailing address

Business mailing address	City	State	ZIP code
Phone	Email		

Check here to authorize us to initiate email exchange of tax information Check here to revoke all prior email addresses

Part C—Update physical locations

List all physical locations and attach additional sheet if necessary.

1. Add location Delete location Check box if this is an employee home address

Reason for location change

Street address	City	State	ZIP code
----------------	------	-------	----------

2. Add location Delete location Check box if this is an employee home address

Reason for location change

Street address	City	State	ZIP code
----------------	------	-------	----------

Part D—Update business contact person

Attach power of attorney form for authorized representative. To add or remove additional business contacts, please attach an additional sheet and clearly state contact is being added or removed.

Business contact name	Title
Phone	Email

Part E—Authorization Under penalties of false swearing, I declare that the information on this form, including accompanying documents, is true, correct, and complete to the best of my knowledge and belief. (ORS 305.810) I authorize the Employment Department, the Department of Revenue, and the Department of Consumer & Business Services to verify any of the above information with regard to this business. I will notify each agency if there is a change or cancellation of the above authorized representative.

Name (print or type)	Title
Phone	Email
Authorized signature	Date

Mail your completed form to: **Oregon Employment Department**
875 Union Street NE - Room 107
Salem OR 97311-0030 Fax to: 503-947-1700
Email to: oed_tax_supportservices_reque@employ.oregon.gov

Retain a copy for your records

