



Information Regarding Documentation of Tax Compliance for Property Services Contractors

In order to qualify for an Oregon property services contractor license, each applicant must demonstrate that appropriate taxes have been filed and paid. **A license will NOT be issued until this information is received.**

NOTE: Under revisions to the **property services (janitorial) labor contractor** license program, *employees* of a licensed property services contractor no longer need not be licensed. Likewise, the Bureau of Labor and Industries is no longer required to license a majority of the *ownership* of a property services contractor business (e.g., partners, shareholders, or LLC members) unless the business is a sole proprietorship. Thus, it is the property services contractor *business* (or the sole proprietor) that is seeking tax compliance certification.

Oregon Department of Revenue Tax Compliance Certification

Department of Revenue

Complete Part 1 of form WH-192, including the authorization statement. **NOTE:** Only an **authorized individual** may request DOR to release the business' tax compliance status to BOLI. Typically, authorized individuals are the owners of the business *listed on the BIN application*. Individuals requesting tax compliance certification on behalf of a business may be required by DOR to provide documentation of their authority to request such certification.

For **Sole Proprietors**, enter the applicant's Social Security Number, all others may enter "N/A"

All businesses with employees must obtain and enter a BIN and an EIN. A business with *no employees* may enter "N/A"

Forward the request to **Oregon Department of Revenue** via fax or mail at the address provided on the form. **PLEASE DO NOT EMAIL THE FORM TO THE OREGON DEPARTMENT OF REVENUE.** Once the Oregon Department of Revenue completes the form, it will be faxed or mailed back to you to include with your license application. For questions, contact compliance.checks@dor.oregon.gov

Oregon Employment Department Tax Compliance Certification

Employment Department

Complete Part 1 of form WH-193P:

For **Sole Proprietors**, enter the applicant's Social Security Number, all others may enter "N/A"

All businesses with employees must obtain and enter a BIN and an EIN. A business with *no employees* may enter "N/A"

Mail, fax or email a scan of the certification request form to the **Oregon Employment Department** at the address provided on the form. Once the Oregon Employment Department completes the form, it will be returned to you to include with your license application.

Please allow at least three (3) business days for the processing of these forms.