

Amending Reports in Frances Online SIT, TriMet, and LTD Wages

When reports are amended in Frances Online, wages for State Income tax (SIT), TriMet Transit District tax (TM), and Lane Transit District tax (LTD) will autofill from the UI wages listed on the Form 132 wage detail. To override this, use the following process:

A. Before amending the report:

1. Select the 'View or Amend Payroll Report' hyperlink in Frances Online to view the data on the current posted report:

Payroll Reports



| Payroll Reports | | | |
|-----------------|-----------------|---------------------|--|
| | | | < Page 1 of 1 > |
| | | | view |
| Period | Payroll Report | Status | |
| 2025 Quarter 3 | Form OQ and 132 | On-time-Processed | View or Amend Payroll Report |
| 2025 Quarter 2 | Form OQ and 132 | On-time-Processed | View or Amend Payroll Report |
| 2025 Quarter 2 | Form OQ and 132 | On-time-In Progress | View or Amend Payroll Report |
| 2025 Quarter 2 | Form OQ and 132 | On-time-In Progress | View or Amend Payroll Report |
| 2025 Quarter 1 | Form OQ and 132 | On-time-Processed | View or Amend Payroll Report |
| 2024 Quarter 4 | Form OQ and 132 | On-time-Processed | View or Amend Payroll Report |
| 2024 Quarter 3 | Form OQ and 132 | On-time-Processed | View or Amend Payroll Report |
| 2024 Quarter 2 | Form OQ and 132 | On-time-Processed | View or Amend Payroll Report |
| 2024 Quarter 1 | Form OQ and 132 | On-time-Processed | View or Amend Payroll Report |
| 2023 Quarter 4 | Form OQ and 132 | On-time-Processed | View or Amend Payroll Report |

2. Select the 'Print' hyperlink. A pdf copy of the OQ, Schedule B, and Form 132 will load in a second browser tab.

| | | |
|------------------------|--------------------------|----------------------------|
| Form OQ and 132 | On-time-Processed | > Print |
| 2025 Quarter 2 | Due 31-Jul-2025 | > Amend |
| Contributions | Received 23-Jul-2025 | |



- Note the amounts for SIT, TriMet, and LTD:

Form OQ
Oregon Quarterly Tax Report

For more detailed instructions, see the Oregon Combined Payroll Tax Report at www.oregon.gov/dor.
Make sure to enter the amount you paid for each tax in the appropriate box. **Complete both sides of this form.**

To make a payment:

- Use electronic funds transfer (EFT) on Revenue Online at www.oregon.gov/dor; or
- Complete Form OR-OTC-V and mail with your check**, payable to Oregon Department of Revenue, to:
Oregon Department of Revenue
PO Box 14800
Salem OR 97309-0920

Date received
23-Jul-2025

Business name
[REDACTED]

Federal employer identification number (FEIN) [REDACTED] Business identification number (BIN) [REDACTED] Quarter/Year (Q/YY) **2 / 2025**

| | State Income Tax Withholding | Statewide Transit Tax (STT) Withholding |
|---|------------------------------|---|
| 1. Subject wages. Enter 0 if there was no payroll, but you were still subject to withholding 1a. | 761,428.39 | 761,428.39 |
| 2. Total tax amount. You must enter the tax amount for the quarter 2a. | 59,387.82 | 761.43 |
| 3. Tax pre-paid this quarter 3a. | 59,387.82 | 0.00 |
| 4. Total due. Line 2 minus line 3..... 4a. | 0.00 | 761.43 |

| | TriMet Transit District (TM) | Lane Transit District (LTD) |
|---|------------------------------|-----------------------------|
| 5. Subject wages. Enter 0 if there was no payroll, but you were still subject to tax 5a. | 385,481.45 | 0.00 |
| 6. Tax rate 6a. | 0.008237 | 0.008000 |
| 7. Total tax amount. Line 5 multiplied by line 6 7a. | 3,175.21 | 0.00 |
| 8. Tax pre-paid this quarter 8a. | 0.00 | 0.00 |
| 9. Total due. Line 7 minus line 8..... 9a. | 3,175.21 | 0.00 |

B. Amend the report.

- After noting the wages for the impacted programs, return to the Frances tab, and select the 'Amend' hyperlink at the top of the view screen:

Form OQ and 132

2025 Quarter 2

Contributions

[REDACTED]

Ontime-Processed

Due 31-Jul-2025

Received 23-Jul-2025

[Print](#)

[Amend](#)

Filing

Introduction

2. Update the Form 132 employee wage data if needed and then click 'Next.'
3. Update the Paid Leave and UI worker information screens, as needed and then click 'Next'.
4. To make changes to the 'Subject Wages' on the 'State Income Tax Withholding' panel, click the 'Manually Enter Wages' toggle. Enter the SIT wage information noted above in step A 3 and then click 'Next':

Progress bar: Introduction (checked) → Payroll (checked) → Form 132 (checked) → Paid Leave and UI (checked) → State Income Tax Withholding and WBF (active)

State Income Tax Withholding

Not Subject To State Income Tax Withholding ☐

Manually Enter Wages ☒

Subject Wages
572,478.27

How often do you deposit?
Semi-Weekly/One-Banking-Day Depositors

Pre-Paid Tax
44,076.00

Workers' Benefit Fund Assessment

Not Subject To Workers' Benefit Fund ☐

Manually Enter Hours ☐

Number of Hours Worked
7,280.00

Pre-Paid Assessment
0.00

5. Make any changes needed to the Schedule B information. Click next to go to the Transit tax programs screen.
6. If changes are needed to either TriMet Transit District or Lane Transit District fields, click the 'Manually Enter Wages' toggle as needed, enter the TriMet and LTD wage information noted above in step A 3, and click 'Next':

TriMet Transit District

Not Subject To TriMet Transit Tax ☐

Manually Enter Wages ☒

Subject Wages
572,478.27

Pre-Paid Tax
0.00

Lane Transit District

Not Subject To Lane Transit Tax ☐

Manually Enter Wages ☒

Subject Wages
572,478.27

Pre-Paid Tax
0.00

Statewide Transit Tax

Not Subject To Statewide Transit Tax ☐

Manually Enter Wages ☐

Subject Wages
576,871.38

Total Tax
572.48

Pre-Paid Tax
0.00

7. On the 'Review, Certify and Submit' screen, verify all information entered is correct. Under 'Certification,' certify the information is correct by clicking on the box next to "By checking this..." to check the box, enter the name and phone number of the submitter, and then click Submit:

Certification

☒ By checking this, I certify this report is true and correct and is filed under penalty of false swearing.

Prepared By
John Smith

Phone Number
(555) 555-5555

Preparer License Number

Buttons: Cancel, Save Draft, Previous, **Submit**