

Amending Reports in Frances Online

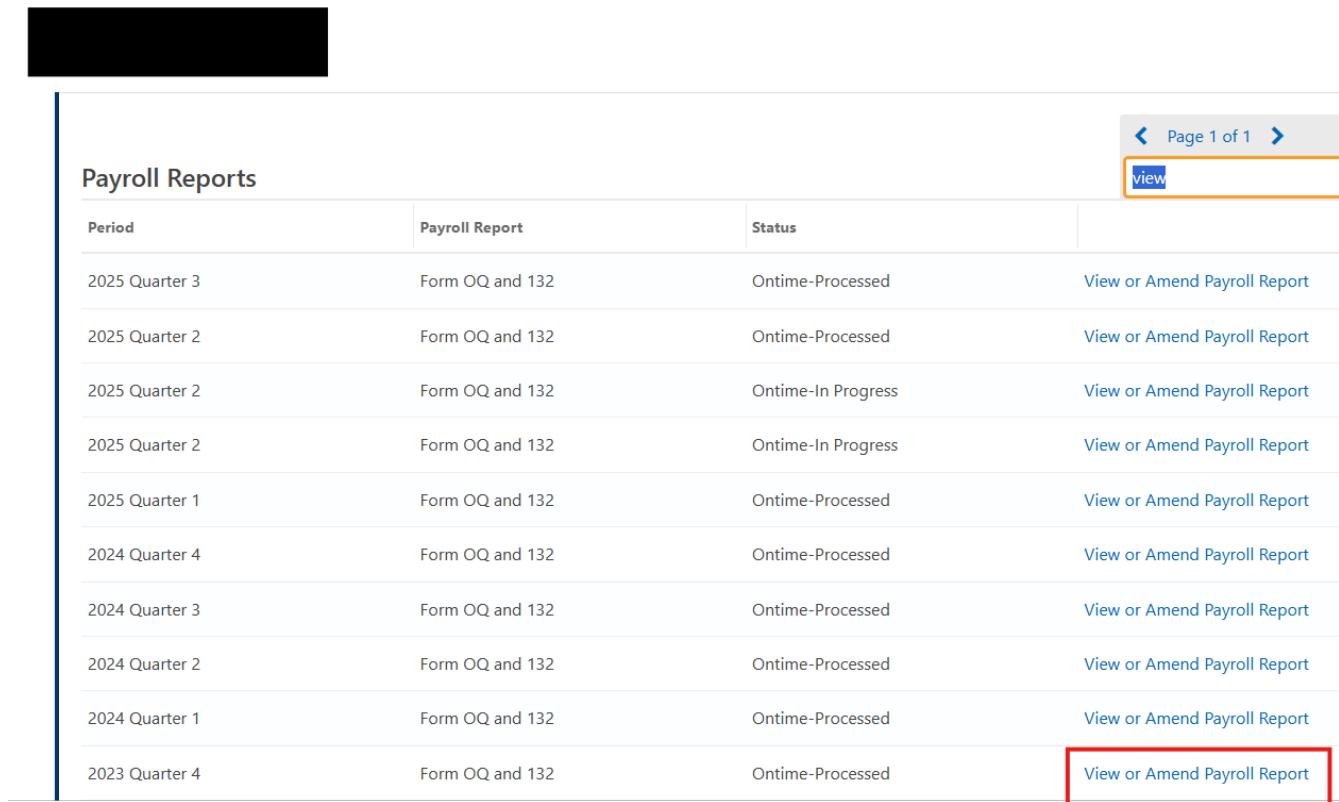
SIT, TriMet, and LTD Wages

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



Period	Payroll Report	Status	
2025 Quarter 3	Form OQ and 132	Ontime-Processed	View or Amend Payroll Report
2025 Quarter 2	Form OQ and 132	Ontime-Processed	View or Amend Payroll Report
2025 Quarter 2	Form OQ and 132	Ontime-In Progress	View or Amend Payroll Report
2025 Quarter 2	Form OQ and 132	Ontime-In Progress	View or Amend Payroll Report
2025 Quarter 1	Form OQ and 132	Ontime-Processed	View or Amend Payroll Report
2024 Quarter 4	Form OQ and 132	Ontime-Processed	View or Amend Payroll Report
2024 Quarter 3	Form OQ and 132	Ontime-Processed	View or Amend Payroll Report
2024 Quarter 2	Form OQ and 132	Ontime-Processed	View or Amend Payroll Report
2024 Quarter 1	Form OQ and 132	Ontime-Processed	View or Amend Payroll Report
2023 Quarter 4	Form OQ and 132	Ontime-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

2025 Quarter 2
Contributions

Ontime-Processed

Due 31-Jul-2025
Received 23-Jul-2025

[Print](#)

[Amend](#)

3. 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.**

Date received
23-Jul-2025

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

Business name

Federal employer identification number (FEIN)

Business identification number (BIN)

Quarter/Year (Q/YY)

2 / 2025

**State Income Tax
Withholding**

1. **Subject wages.** Enter 0 if there was no payroll,
but you were still subject to withholding 1a.

761,428.39

**Statewide Transit Tax (STT)
Withholding**

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)

5. **Subject wages.** Enter 0 if there was no payroll,
but you were still subject to tax 5a.

385,481.45

Lane Transit District (LTD)

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.

1. 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

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':

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
---------------------------	--------------------------------	-------------------------

Cancel
Save Draft
Previous
Submit