

From: Oregon Employment Department <OregonEmploymentDepartment@public.govdelivery.com>
Sent:
To:
Subject: Important Information When Amending Payroll Reports



February 3, 2026

Check Tax Fields When Amending Payroll Reports

This special edition of the Employer News is for those who file and amend payroll reports. Please forward this information to the appropriate staff who handle these tasks for your business or organization.

When you file an amended payroll report in Frances Online, make sure the wage amounts are correct. We recently made a system change to Frances Online which requires you to verify that wage information is correct before amending.

Specifically, you need to check the fields for:

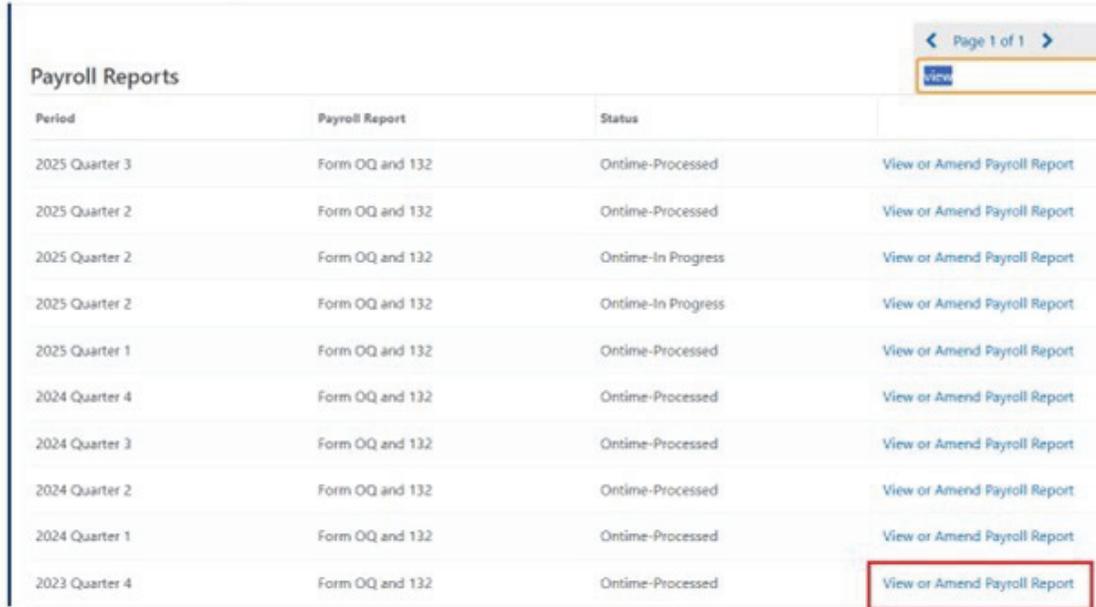
- SIT – State Income Tax
- LTD – Lane Transit District Tax
- TM – TriMet Transit District Tax

When you amend existing reports in Frances Online, the system may autofill UI subject wage amounts (listed on the Form 132 detail) for the SIT, LTD, and the TM Tax fields. **Before you amend the report, be sure to review these fields to ensure the original amounts are correct before submitting the amended report.**

Find the original wage amounts

You can find the original wage amounts in your Frances Online account by going to the Payroll Reports screen, then selecting “View or Amend Payroll Report”

Payroll Reports



Payroll Reports

Page 1 of 1

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

You can also print a .pdf copy of the Form OQ, Schedule B and Form 132 to view the wage amounts on the original report:

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

Federal employer identification number (FEIN) Business identification number (BIN) Quarter/Year (Q/Y)

	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 withholding1a.	761,428.39	761,428.39
2. Total tax amount. You must enter the tax amount for the quarter2a.	59,387.82	761.43
3. Tax pre-paid this quarter3a.	59,387.82	0.00
4. Total due. Line 2 minus line 34a.	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 tax5a.	385,481.45	0.00
6. Tax rate6a.	0.008237	0.008000
7. Total tax amount. Line 5 multiplied by line 67a.	3,175.21	0.00
8. Tax pre-paid this quarter8a.	0.00	0.00
9. Total due. Line 7 minus line 89a.	3,175.21	0.00

Ensure tax amounts reflect the original report amounts and amend the report

1. After noting the wages for impacted programs, return to the Frances Tab, select the “Amend” hyperlink at the top of the view screen, and update the Form 132 employee wage data, Paid Leave, and UI worker information as needed.
2. To make changes (reflecting the original report amounts) to “Subject Wages” on the “State Income Tax Withholding” panel, click the “Manually Enter Wages,” toggle and enter the SIT original wage information noted above, then click “Next”.
3. Make any changes needed to the Schedule B information and click “Next” to go to the Transit Tax programs screen.
4. Make any needed changes to the TM or LTD wage amount fields to reflect the original wage amounts in the report noted above.

Review, certify, and submit

1. Verify all information fields are correct and check the certification box.
2. Enter the name and phone number of the submitter, then click “Submit”.

For more detailed instructions, visit our webpage summary at: [Amending Reports in Frances Online SIT, TriMet and LTD wages.](#)

If you have questions or need help, please contact the Contributions and Recovery team at 503-947-1488 or send us a Contact Us message through your Frances Online account.

The Oregon Employment Department (OED) is an equal opportunity agency. OED provides free help so you can use our services. Some examples are sign language and spoken-language interpreters, written materials in other languages, large print, audio, and other formats. To get help, please call 503-947-1444. TTY users call 711. You can also send an email to communications@employ.oregon.gov.

El Departamento de Empleo de Oregon (OED) es una agencia de igualdad de oportunidades. El OED proporciona ayuda gratuita para que usted pueda utilizar nuestros servicios. Algunos ejemplos son intérpretes de lengua de señas e idiomas hablados, materiales escritos en otros idiomas, letra grande, audio y otros formatos. Para obtener ayuda, por favor llame al 503-947-1444. Usuarios de TTY pueden llamar al 711. También puede enviar un correo electrónico a communications@employ.oregon.gov.

[Unsubscribe](#) | [Help](#)

This email was sent to Email Address using GovDelivery Communications Cloud on behalf of: Oregon Employment Department · 875 Union Street NE · Salem, OR 97311 · 1-877-877-1781

