



# Employer's Filing Due Dates & Miscellaneous Contact Information

| EMPLOYMENT DEPARTMENT INFORMATION FOR EMPLOYERS                  |  |
|--|--|
| Contributions and Recovery                                       | 503-947-1488 TTY dial 711  |
| Unemployment Insurance (UI) Coverage                             |  |
| Electronic Payroll Reporting Help                                |  |
| UI Tax Rate and Paid Leave Contributions Rate Notice             |  |
| SSN Corrections  |  |
| Plain Paper Reporting  |  |
| Copy of Benefit Charge Statement                                 |  |
| Notice of Wages Reported and Possible Claim                      | 503-947-1348   |
| Contributions Website  | Oregon.gov/Employ/Businesses                                     |
| Email for UI Tax and Paid Leave Contributions Questions          | oed.contributions.and.recovery.division@employ.oregon.gov        |
| Paid Leave Equivalent Plan                                       | 833-854-0166   |
| Paid Leave Assistance Grants                                     |  |
| Work Opportunity Tax Credit (WOTC) Website                       | OregonTaxCredit.org  |
| Multiple Worksite Report (required for covered workers) or NAICS | 503-947-1249, 800-262-3912 x71249, or OED_QCEW@employ.oregon.gov |

| EVENT  | DUE DATE*  |
|--|------------|
| <b>Quarterly Report Forms – OQ AND 132</b>           |            |
| First Quarter  | April 30   |
| Second Quarter                                       | July 31    |
| Third Quarter  | October 31 |
| Fourth Quarter                                       | January 31 |
| <b>Annual Domestic Reports – OA AND 132-Domestic</b> |            |
| January - December                                   | January 31 |

\*If the due date of the report is on a weekend or holiday, it will be due on the next business day.

| EVENT  | DISTRIBUTION DATE |
|--|-------------------|
| UI Tax Rate and Paid Leave Contributions Rate Notice | November 15       |

## MISCELLANEOUS AGENCY INFORMATION

| Misc. Information                                       | Agency       | Phone        | Email                                  | Web Address  |
|---|--------------|--------------|--|--|
| Business Information Center                             | SOS - Corps  | 503-986-2200 | corporationdivision.sos@sos.oregon.gov | sos.oregon.gov/business  |
| Withholding, TriMet, Lane Transit Payroll Tax Reporting | Revenue      | 503-945-8091 | payroll.help.dor@oregon.gov            | Oregon.gov/DOR/programs/businesses/Pages/withholding-and-payroll-tax |
| Statewide Transit Tax                                   | Revenue      | 503-945-8100 | payroll.help.dor@oregon.gov            | Oregon.gov/DOR/programs/businesses/Pages/statewide-transit-tax.aspx  |
| Transit Boundary – Lane                                 | Lane Transit | 541-687-5555 |  | ltd.org/payroll-self-employment-tax-information                      |
| Transit boundary – TriMet                               | TriMet       | 503-962-6466 |  | trimet.org/taxinfo   |
| Workers' Benefit Fund Assessment                        | DCBS         | 503-378-2372 | wbf.assessments@dcbs.oregon.gov        | Oregon.gov/dcbs/wbf/pages/index.aspx                                 |
| Workers' Compensation Coverage                          | DCBS         | 503-947-7814 | workcomp.questions@dcbs.oregon.gov     | wcd.oregon.gov/employer  |
| W-2 Questions – State                                   | Revenue      | 503-945-8100 |  | Oregon.gov/DOR   |
| 1099 Questions – Federal                                | IRS          | 866-455-7438 |  | irs.gov  |
| W-3 Questions – SSA                                     | IRS          | 866-455-7438 |  | ssa.gov/employer   |
| Prevailing Wage   | BOLI         | 971-245-3844 | pwr.email@boli.oregon.gov              | Oregon.gov/boli/whd/pwr/pages/index.aspx                             |
| Employment Eligibility I-9                              | USCIS        | 888-464-4218 | E-Verify@uscis.dhs.gov                 | uscis.gov  |
| New Hire Reporting                                      | OR Justice   | 503-378-2868 | emlnewhire.help@doj.state.or.us        | Employerportal.oregonchildsupport.gov                                |

## FORMS ORDERING

| Order Forms For  | Agency     | Phone        | Web Address   |
|--|------------|--------------|---|
| Oregon Quarterly forms, Oregon Annual forms, Notice of Rights to Employees (Form 11)   | Employment | 503-947-1488 | https://www.oregon.gov/employ/Businesses/Pages/Tax-Forms-and-Reports.aspx   |
| Combined Employer's Registration, Business Change in Status, Business Contact Change, Withholding Tables, Oregon Tax Coupons | Revenue    | 503-945-8100 | https://www.oregon.gov/dor/forms/Pages/default.aspx                         |
| W-2, W-4, 940, 941, 943 SS-4 (application for FEIN)  | IRS        | 800-829-3676 | irs.gov   |
| Oregon Business Guides   | SOS - Corp | 503-986-2200 | sos.oregon.gov/business/Pages/business-information-center.aspx              |
| BOLI Handbooks & Publications  | BOLI       | 971-673-0824 | https://www.oregon.gov/boli/employers/pages/required-worksite-postings.aspx |
| Form I-9 Employment Eligibility Verification   | USCIS      | 800-870-3676 | uscis.gov/files/form/i-9.pdf  |
| Handbook for I-9   | USCIS      | 800-870-3676 | uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274       |
| New Hire Reporting Forms   | OR Justice | 503-378-2868 | doj.state.or.us/child-support/resources/forms/                              |

The Oregon Employment Department is an equal opportunity agency. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance is available to persons with limited English proficiency at no cost.

El Departamento de Empleo de Oregon es un programa que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos y asistencia de idiomas para personas con discapacidades o conocimiento limitado del inglés, a pedido y sin costo.