

2021

Oregon Domestic Combined Payroll Tax Report

Instructions for Oregon domestic employers

To ensure your report is processed on time:

- ✓ **File electronically.**
See page 4 for details.
- ✓ **Pay on Revenue Online.** See page 3 for details.
- ✓ **Use this booklet.**
If you use a tax preparer, they may need this booklet.
- ✓ **Double-check your math.**
- ✓ **No payroll?**
If you don't have payroll or subject hours worked in a quarter, enter -0- in the boxes on lines 1, 5, 9, and 11 of Form OA Domestic for each tax program to which you are subject.



Included forms:

- Business Change in Status Form
- Business Contact Change Form

Contact Information

Oregon Department of Revenue (DOR)

State withholding and transit taxes

503-945-8100 or 1-800-356-4222

Fax: 503-945-8772

Email: payroll.help.dor@dor.oregon.gov

Oregon Department of Revenue
955 Center Street NE
Salem OR 97301-2555

Go to **www.oregon.gov/dor** for:

- Payroll tax basics
- Sign up for *Payroll Tax News*
- Transit rates and taxes for employers
- Withholding tables and formula

Oregon Employment Department (OED)

State Unemployment Insurance tax (UI)

503-947-1488

Fax: 503-947-1700

Email: oed_taxinfo_user@employ.oregon.gov

Tax Section
Oregon Employment Department
875 Union St NE
Salem OR 97311-0030

Go to **www.oregon.gov/employ/businesses/tax** for:

- Electronic reporting
- Order or download forms
- UI account information

Oregon Department of Consumer & Business Services (DCBS)

State Workers Benefit Fund (WBF) assessment

Assessment questions

503-378-2372

Fax: 503-378-3134

Email: wbfassess.fabs@dcbs.oregon.gov

Assessments Unit
DCBS/CSD/Financial Services
PO Box 14480
Salem OR 97309-0405

Go to **www.oregon.gov/dcbs/wbf** for:

- What is the Workers' Benefit Fund?
- Determining WBF hours worked
- Calculating the WBF assessment
- Corrections and changes notification form

Subjectivity questions

503-947-7815 or 1-888-877-5670

Email: wcd.employerinfo@dcbs.oregon.gov

Oregon Workers' Compensation Division

Go to **www.wcd.oregon.gov** for:

- Workers' Compensation (WC) insurance
- Employer incentives to hire an injured worker
- Insurers authorized to write WC policies
- Do I need WC insurance?

**Prefer to go electronic or
need more copies?**

**You can find this booklet at
www.oregon.gov/dor/bus**

Additional Resources

Bureau of Labor and Industries (BOLI)

For wages: www.oregon.gov/boli/whd

For everything else: www.oregon.gov/boli

Oregon Secretary of State (SOS)

Go to sos.oregon.gov/business for:

- *Starting a Business*
- *Employer's Guide for Doing Business in Oregon*
- Electronic Business Registration forms

Internal Revenue Service (IRS)

Go to www.irs.gov/businesses for:

- Contracting payroll service
- Acquiring a Federal Employer Identification Number (FEIN)
- Federal payroll tax forms

Oregon Department of Justice (DOJ)

Employers must report all new and rehired employees within 20 days of their hire date.

503-378-2868 or 1-866-907-2857

Email: emplnewhire.help@doj.state.or.us

Division of Child Support

Employer New Hire Reporting Program

4600 25th Ave NE, Suite 180

Salem OR 97301

For the Oregon Employer Services Portal:

employerportal.oregonchildsupport.gov

For everything else:

www.oregonchildsupport.gov

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Where to find forms

You will no longer receive personalized forms in the mail. Blank forms are available online or by order.

Download blank forms: www.oregon.gov/employ/businesses/tax or www.oregon.gov/dor/forms

Order blank forms: www.oregon.gov/employ/businesses/tax,
503-947-1488, or submit form on page 25

Where to Pay

To pay electronically, use Revenue Online at www.oregon.gov/dor

Log in, select "Withholding Payroll," and click on "I want to make an OTC payment."

Find more instructions at www.oregon.gov/dor/business

To pay by mail, use paper Form OR-OTC-V.

You must include one form with each payment.

To order, go to www.oregon.gov/employ/businesses/tax or call 503-945-8100 or 503-378-4988.

Form OR-OTC-V is mailed separately to employers.

Where to File

Form OA and Form 132 Domestic
using Employment Department app
(see page 5)



File electronically using OPRS:
<https://oprs.oregon.gov>

All reports printed on paper
(see pages 5)



Mail to: Oregon Department of Revenue
PO Box 14800
Salem OR 97309-0920

Tips for Successful Reporting

When you report all required information correctly, you can avoid delays in the processing of your forms. Delays may result in penalties, interest charges, and other fees you may be required to pay if you don't report accurately and on time. **If you use a payroll service, remember you are ultimately responsible for providing reports and payments accurately and timely.**

How to avoid common problems

- File and pay electronically to reduce calculation errors and other mistakes. See Filing Option on page 8.
- Use the correct Oregon Business Identification Number (BIN).
- Put the BIN and quarter/year on each report form in the appropriate box.
- Use the correct tax and assessment rates.
- Make sure to include your name and address.
- Keep copies of your completed forms for your records.
- Report whole hours on Form OA (WBF assessment) and on Form 132 Domestic.

New Information

Tax rates

- The Workers' Benefit Fund (WBF) assessment rate is **0.022**.

Mailing of this booklet and forms

To reduce costs, we will no longer mail this booklet with personalized forms. This change will reduce paper waste, returned mail, and processing times. You can download blank forms. We encourage you to electronic file all payroll forms (see page 3).

Electronic filing option—Oregon Payroll Reporting System (OPRS)

OPRS is an electronic payroll reporting application managed by OED. OPRS is a free, secure, and user-friendly system for filing your combined payroll tax reports. Benefits include:

- Saving and printing copies of your reports
- Filing amendments within OPRS.
- Prefilled tax rates.

Access OPRS at: oprs.oregon.gov. For assistance, click the FAQ or "Contact Us" buttons on OPRS.

Form requirements

In 2019, Form OR-WR (which includes state withholding and the statewide transit tax) is required

to be filed electronically with Revenue Online. See "Revenue Online".

DOR requires all submitted forms to be complete, legible, and on approved agency forms. Non-agency forms and forms that are incomplete or illegible won't be processed and will be returned to you. Agency forms are located on the agency websites (see page 1).

Revenue Online

Revenue Online, DOR's self-service site, is available for combined payroll taxpayers. Revenue Online provides convenient, secure access to tools for managing your tax account—and it's free! With Revenue Online, you can:

- View your tax account.
- Make certain payments by selecting "Make a Payment."
- View and print letters from DOR.
- Send DOR secure messages.
- File certain returns.
- Check your DOR account balance and more!

For more information or to sign up for an account, go to www.oregon.gov/dor.

Note: The W-2 filing date has changed to **January 31** of each year. 1099s with information in box 7 will be due January 31.

Important Information

Oregon Department of Revenue (DOR), Oregon Employment Department (OED), and Department of Consumer and Business Services (DCBS) rules may be different from each other. Read all instructions carefully. If you have questions, contact the appropriate agency (see page 1).

Unemployment Insurance (UI) tax rate

Your UI tax rate is based on the last 12 quarters experience through June 30, 2021. You received a Notice of Estimated Tax Rate in November of 2020 because the data is not available for the first two quarters of 2021 until we receive your annual report in 2021. Final tax rate notices will be mailed in May 2022 after the year 2021 annual reports are processed.

Oregon retirement savings program

OregonSaves, the Oregon retirement savings program, is an easy way for Oregonians to

save for retirement through payroll deductions. Oregon employers that don't currently offer an employer-sponsored retirement plan will facilitate OregonSaves for its employees. OregonSaves will roll out in phases to employers in the next few years. For more information, go to www.oregonsaves.com.

Closing your account

If you close your account mid-year, all reports and payments are due within 20 days of the date that you terminate your employees, instead of January Form requirements

Starting in 2019, Form OR-WR (which includes state withholding and the statewide transit tax) is required to be filed electronically with Revenue Online. See "Revenue Online".

We require all submitted forms to be complete, legible, and on approved agency forms. Non-agency

forms and forms that are incomplete or illegible won't be processed and will be returned to you. Agency forms are located on the agency websites (see page 1).

Filing option

Employers with exclusively domestic (in home service) employment may choose to file the combined payroll tax reports quarterly or annually. Contact OED for more information (see page 1).

Oregon identification numbers

Your Oregon BIN is not the same as your registry number issued by the Oregon Secretary of State's Corporation Division. If you don't know your BIN, contact DOR (see page 1).

The correct format for a BIN is NNNNNNNN-N (for example, 1234567-8).

You must include your BIN at the top of all correspondence, returns, and payments that you file with DOR, OED, and DCBS.

Important: If the structure of your business has changed, contact DOR (see page 1).

Bankruptcy

If you file for bankruptcy, you need to **separately** notify each state agency that administers the payroll taxes or assessments to which you are subject. Be prepared to supply the case number, the BIN and FEIN of all accounts associated with the bankruptcy.

Keep your records

You must keep WBF assessment-related payroll records for at least four years.

You must keep all other payroll records for at least six years after filing the required reports.

Withholding tax tables and formulas

The Oregon withholding tax tables and formulas will be updated each year by December 1, with an effective date of January 1. DOR will send information through Payroll Tax News. Contact DOR for more information (see page 1).

Required Forms

To reduce costs, we will no longer mail this booklet with personalized forms. This change will reduce paper waste, returned mail, and processing times. You can download blank forms. We encourage you to electronic file all payroll forms (see page 3).

We process paper forms electronically. It's critical for successful reporting to use the correct format and color of ink.

To avoid problems:

- Use only blue or black ink.
- Only file with official forms.
- Use **CAPITAL LETTERS ONLY** when filling out your reports.

If you use a tax preparer, check that they have this booklet and the correct forms.

Forms needed for reporting

Form OA Domestic—File this form each year to document how you calculate the annual amounts of UI tax, withholding tax, and WBF assessment you owe.

Form 132 Domestic—File these forms with Form OA Domestic to detail, by employee, the quarterly UI subject wages, hours, and state withholding.

Form OR-OTC-V—File with each payroll tax payment to show how the amount paid is to be distributed among withholding tax, UI tax, withholding tax, and WBF assessment.

Amended forms

Use fillable amended report forms available at OED's website (see page 1):

- Form OA Domestic/OA-AMENDED
- Form 132 Domestic-AMENDED

DOR: You may make changes as far back as necessary to make corrections and report the proper amount of withholding and transit taxes. However, if that correction results in a refund, you have three years from the due date of the return, or two years from the date the tax was paid, whichever is later, to request that refund.

OED: OED won't process amended payroll reports on non-agency forms. The non-agency forms will be returned to you. Agency forms are located on agency websites (see page 1).

You may make changes to the UI tax portion of the reports for any quarter between the first quarter three years back and the current quarter.

DCBS: You may make changes to the WBF assessment portion of the reports for any quarter between the first quarter three years back and the current quarter.

Other forms

Since we process reports and payments electronically, our systems won't pick up special instructions or notations you write on Form OA Domestic or Form OR-OTC-V. Use the following forms, located in the back of this booklet, to make updates:

Business Change in Status Form—Use this form to update your business information, such as: changing a business name, correcting an FEIN, selling or closing a business, no longer working in a transit district, and starting a business in a transit district.

If the structure of your business changes, you may need to complete a *Combined Employers Registration* found on DOR's website (see page 1).

Business Contact Change Form—Use this form to update your contact information, such as: physical, mailing, or email address; phone or fax number; and off site payroll service, accountant, or bookkeeper.

Form OR-WR—If you're an employer, you are required to file this form annually even if you are reporting 0.

Effective January 1, 2019, if you're an employer, you are required to file electronically through Revenue Online by January 31 of the following year.

This form is required by all employers who withhold state income tax from their employees. It is filed annually by employers to reconcile the Oregon state withholding taxes reported to DOR with all Oregon W-2s and 1099s issued to your employees. If you stop doing business or no longer have employees, Form OR-WR is due 30 days after your final payroll.

Filing the Combined Annual Tax Report

Who must file

If you choose an annual reporting schedule, you must file a Form OA Domestic each year if you:

- Are registered as an active employer with DOR or OED, even if you had no payroll during the year
- Have paid workers subject to Oregon's WC law, or any paid individuals covered by WC insurance, whether or not required by law.

You must file Form 132 Domestic if you:

- Are an employer subject to UI law,

When to file

Your report and payment are due by January 31, 2022. If your account closes mid-year, both reports and payment are due within 20 days of the closing.

Failure to file

If you don't file a correct, complete annual report, you may receive an assessment from each agency based on available information. Each agency may charge penalties and interest on the amount assessed (see pages 7-8).

Electronic filing option

File electronically using OPRS. It's more efficient, accurate, and takes less time than paper. Go to: <https://opr.employment.state.or.us/opr>.

Payment Instructions

To pay electronically go to Revenue Online at www.oregon.gov/dor and select "Make a Payment."

Revenue Online

Revenue Online provides convenient, secure access to tools for managing your tax account – and it's free! With Revenue Online, you can:

- View your tax account.
- Make payments.

- View and print letters from DOR.
- Send DOR secure messages.
- File certain returns.
- Check your account balance with DOR and more!

For more information or to sign up for an account, go to www.oregon.gov/dor.

To pay by mail, follow these instructions to make sure your payment is correctly applied:

- Complete and send in Form OR-OTC-V with every payment when due, including payments made with your Form OA Domestic.
- Show the amount paid to each tax program in the appropriate boxes on Form OR-OTC-V. Don't include credits (see page 8).
- When reporting annually, enter a "4" in the quarter box regardless of the quarter in which payroll was paid to employees.
- If amending your reports, include Form OR-OTC-V with payment.
- Use current-year personalized coupons. Changes to the coupons or using the wrong coupon could result in misapplied payments.
- Don't staple or tape checks to Form OR-OTC-V.
- Make checks payable to Oregon Department of Revenue. Send Form OR-OTC-V and your check to:

Oregon Department of Revenue
PO Box 14800
Salem OR 97309-0920
- Keep all payment records (see page 6).

**Form OR-OTC-V,
Oregon Combined Payroll Tax
Payment Voucher**
150-211-063 (Rev. 11-19-19, ver. 04)

Pay online at www.oregon.gov/dor
or make check payable to:
Oregon Department of Revenue
PO Box 14800
Salem OR 97309-0920

Business identification number (BIN)
Quarter that payroll was paid to employees (1, 2, 3, or 4) ____
Year (YYYY)

Unemployment insurance

Statewide transit tax

Total payment (add all boxes above)

Office use only

**SAMPLE
DO NOT USE**

Penalties

Unemployment Insurance (UI) tax

A late-filing penalty may be assessed if you file Form OA Domestic or Form 132 Domestic more than 10 calendar days after the due date and received a warning or had a penalty assessed within the past 3 years. Incomplete or incorrectly formatted forms may be returned to you. You must resubmit these forms by the 10th day after the due date to avoid a penalty.

The UI tax late-filing penalty is \$9 for each employee reported, with a \$100 minimum and \$2,200 maximum penalty. If no subject wages are reportable, but you file the report late, you may be assessed a penalty up to \$100.

OED may assess a penalty if you fail to pay a tax assessment. The penalty will be 10 percent of the unpaid tax for that assessment.

OED may assess a 50 percent penalty of the unpaid tax balance if the agency finds out that an employer is intentionally avoiding paying UI tax. [ORS 657.515(5)]

OED may charge an employer an additional 1 percent penalty if, as of September 1, the employer hasn't:

- Filed all UI tax reports:
 - Form OA Domestic, or
 - Form 132 Domestic, or
- Paid all UI taxes due.

The penalty is 1 percent of the employer's previous year's taxable payroll.

Note: These penalties are in addition to interest.

Under OED law, an employer may not engage in or advise another employer to engage in activity to transfer or acquire, or attempt to transfer or acquire, a trade or business or any part of a trade or business solely or primarily for the purpose of getting a lower UI tax rate.

If an employer knowingly engages in such activity, the highest UI tax rate (currently 5.4 percent) will be assigned to that trade or business for the tax year in which the activity occurred and for the next three

years. However, if the employer is already subject to the highest tax rate for the year, or if the amount of increase in the tax rate is less than 2 percent, an additional penalty tax rate of 2 percent will be added to the calculated tax rate.

Also, if any person advises an employer to engage in this activity, the adviser may be charged a civil penalty of up to \$10,000. Criminal penalties for engaging in tax avoidance schemes also may be imposed.

State withholding

DOR charges:

- A 5 percent late-payment penalty on any unpaid tax after the return's (Form OA Domestic) due date.
- An additional 20 percent late filing penalty on any tax due, as of the due date, if you file the return (Form OA Domestic) more than one month late.

- An additional 25 percent penalty if DOR determines and assesses the tax that should have been reported by the due date.
- A possible 100 percent penalty on any tax due if you don't file Form OA Domestic for 3 years in a row.

Workers' Benefit Fund (WBF) assessment

DCBS may charge a penalty if you file or your payment is received more than 10 days after the due date. The penalty will be a minimum of \$50 for each violation, up to \$2,000. Penalties are in addition to tax assessed and interest. If your account is audited for failure to report or for inaccurate reporting, you may be charged additional penalties for failure to comply (OAR 436-70-0050).

Interest

Unemployment Insurance (UI) tax

General employers. OED assesses interest on unpaid or late UI tax. The rate is 1.5 percent per month or fraction of a month after the payment is due.

Payments are due by the last day of the month after the quarter ends. Interest is assessed if the payment is one day late. Interest is calculated on unpaid tax only. Previously assessed interest or penalties are not included in the calculation.

Local Government Employers Benefit Trust Fund participants. Use the "General employers" calculation above.

Reimbursing employers. OED will bill these accounts for interest due on unpaid balances.

State withholding and transit taxes

DOR charges interest on any remaining tax left unpaid after the due date. DOR will bill for this interest, so you don't need to calculate interest due.

Workers' Benefit Fund (WBF) assessment

If you fail to pay, DCBS will exercise legal rights to collect the delinquent debt. This may result in warrants, garnishments, offsetting your tax refund, or assigning the debt to DOR or a collection agency. If your debt is assigned to collection, you will be charged 9 percent interest on overdue balances. You may also be charged a fee totaling 28 percent of your debt (ORS 293.231).

Credits

To apply a credit to a quarter in the same tax program:

You may use Form OA Domestic to apply an amount that you overpaid in a previous quarter if you haven't already requested or been issued a refund. Add the credit to any prepaid amount in the correct box on Form OA Domestic (box 6A, 6B, 6C, 6D, or 12) to reduce the balance owing.

To apply a credit to another tax program:

Send a written request to the agency with a credit. Include your account name, address, BIN, tax program, quarter, year, and amount of the credit.

Write the tax program, quarter and year to which you want the credit applied. Attach any notices or memos you received about the credit. Don't use Form OA Domestic to transfer credits between programs.

To request a refund:

Send a written request to the agency with a credit. Include your account name, address, BIN, the word "Refund," and the amount to refund. Attach any notices or memos you received about the credit. Don't use Form OA Domestic to request a refund.

Oregon Annual Tax Report (Form OA Domestic) Instructions

Employer information section

Review your name, mailing address, BIN, and FEIN to make sure they are correct. Make corrections on the *Business Change in Status Form*.

The North American Industry Classification System (NAICS) code is assigned by OED. Coding is based on the information you gave OED. The code reflects the main activity for your company in Oregon. If you have questions about these codes, call 1-800-262-3912, ext. 7-1248, or 503-947-1248.

Number of covered workers for Unemployment Insurance (UI)

Complete this section if you are subject to UI law. If you have questions about how to count workers, call 1-800-262-3912 ext. 7-1248, or 503-947-1248.

To report number of workers, use the totals for each month in the fourth quarter only (October, November, and December). Include all full-time and part-time workers who worked or received pay subject to UI law during the payroll period which includes the 12th of the month. Some examples are:

- **Daily pay period.** Enter the number of workers on the daily payroll for the workday nearest the 12th of the month.
- **Weekly, biweekly, or semi-monthly pay period.** Enter the number of workers on the payroll for the period that includes the 12th of the month.
- **Monthly pay period.** Enter the number of workers on your monthly payroll.
- If there were no covered workers during any pay period, enter "0" in the appropriate boxes. Don't leave these boxes blank.

Add the numbers for the three months and place the sum in the **Total** (M1 + M2 + M3) box.

OA columns

In each column:

- Enter the total annual subject wages paid for each tax program during the quarter. If you have questions, refer to the specific program information in this booklet; and
- Enter the total tax owed to each state program. If any of the amounts are equal to or less than zero, enter "0." If you have credits, see the Credits section on page 8.

Column A. Unemployment Insurance (UI)

Box 1. Subject wages. This amount must be the same as line 1 (total subject wages) on Form 132 Domestic. Include excess wages (see box 2).

Enter "0" if you had no UI subject wages this quarter.

Box 2. Excess wages. Excess wages are wages above the taxable wage base for the year, *per employee*. Yearly taxable wage bases are:

2021 = \$43,800	2020 = \$42,100
2018 = \$39,300	2019 = \$40,600

Reimbursing employers and Local Government Employers Benefit Trust Fund participants, leave this box blank.

Box 3. Taxable wages. Enter box 1A minus box 2A.

Reimbursing employers, leave this box blank.

Box 4. Tax rate. Use your current year's UI tax rate. If you are subject to UI tax and no rate is printed, look up the rate at OED's website (see page 1).

Reimbursing employers, leave this box blank.

Box 5. Total tax. Multiply box 3A by box 4A. Round down to the nearest cent and enter the tax amount. Enter "0" if you had no UI tax this quarter.

Box 6. Tax prepaid this quarter. Enter the amount of UI tax prepaid or credits used this quarter. Include any credit amount that may have been overpaid in previous quarters where no refund was requested or issued (see page 8).

Box 7. UI penalty and interest owed. Enter the amount of penalty and interest owed if the report is submitted more than 10 days after the due date. To calculate the penalty, multiply the number of employees by \$8. The minimum penalty is \$100. The maximum penalty is \$2,100. If there were no employees, the penalty is up to \$100.

Penalties are:

2021 = \$9	2020 = \$8
2018 = \$8	2019 = \$8

The minimum and maximum penalties are:

<u>Minimum</u>	<u>Maximum</u>
2021 = \$100	\$2,200
2020 = \$100	\$2,100
2019 = \$100	\$2,000
2018 = \$100	\$2,000

To calculate interest owed, multiply the unpaid tax owed by 0.015 for each month or fraction of a

month after the date the payment is due. Interest is assessed even if the payment is one day late.

When calculating interest, use only the amount of unpaid tax. Don't calculate interest on previously assessed interest or penalties.

Box 8. Total due. Enter box 5A minus box 6A plus box 7A. If the amount is less than zero, enter "0."

Column B. State withholding

Box 1. Subject wages. Enter total wages subject to income tax (salaries, commissions, and bonuses), paid to Oregon employees.

- If you are reporting withholding on pension or annuity distributions, enter the amount of distributions with Oregon withholding.
- This amount need not match box 1A.
- Enter "0" if you had no subject payroll this quarter.

Box 5. Total tax. Enter total Oregon income tax withheld this quarter. Enter "0" on the wage and tax line of the appropriate column if you had subject payroll but no withholding tax to pay this quarter. Only numerical information entered in the state withholding tax column will be considered a filed return for that program.

Box 6. Tax prepaid. Enter the amount of withholding tax prepaid. Include any withholding credits used (see page 8).

Box 8. Total due. Enter box 5B minus box 6B. If the amount is less than zero, enter "0."

Workers' Benefit Fund (WBF) assessment

Box 9. Like wages, report hours in the quarter that they are paid. Total all full and partial hours worked by all paid individuals subject to Oregon's WC law or covered by WC insurance through personal election. You must include hours worked by individuals paid by salary or on a basis other than by the hour. To verify whether your workers are subject, contact DCBS (see page 1).

Enter the total hours rounded down to the nearest whole number (no fractions or decimals). If you have no hours to report for the quarter, enter "0."

If your workers are not subject, leave boxes 9-13 blank.

Note: The hours you report for the WBF assessment won't necessarily equal the hours you report for UI tax purposes on Form 132 Domestic. In part, this is

because there may be differences in who is subject to which tax. Contact DCBS for more information (see page 1).

Box 10. Assessment rate. WBF assessment rates are:

2021	=	0.022	2020	=	0.022
2019	=	0.024	2018	=	0.028

Employers contribute one-half of the hourly assessment amount and deduct one-half from workers' wages.

Box 11. Multiply box 9 times box 10. Round down to the nearest cent. This is the total WBF assessment due for the quarter. If no assessment is due for the quarter, enter "0."

Box 12. Enter the amount of prepaid WBF assessment or WBF assessment credits used this quarter (see page 8).

Box 13. Subtract box 12 from box 11. If the amount is zero or less, enter "0."

Box 14. Total payment due

- Enter total payment due
- Add boxes 8A, 8B, and 13
- **If you have credits, see page 8**

You can make your payment to DOR by mailing in Form OR-OTC-V with your check or, if you have a Revenue Online account, you can pay on Revenue Online.

Box 16. Special payroll tax

Multiply box 3A by the amount listed for the year you are filing for. Don't add or subtract this amount from boxes 5A or 14.

Yearly offset rates are:

4th quarter of 2021-2018 = .0009

Employers not required to pay Federal Unemployment Tax Assessment (FUTA) are not required to complete this section. For additional information, see page 11.

Signature

The tax preparer needs to sign Form OA Domestic on the signature line and include a telephone number and the date they fill out the form. A signature is required even if you file a 0 report.

Employee Detail Report (Form 132 Domestic) Instructions

Subject to UI law, employers are required to complete Form 132 Domestic. Form 132 Domestic must be complete and legible to be processed. Incomplete or illegible forms will be returned to you. You will need to correct and resubmit your forms within 14 days of the date of notice for them to be processed on time.

Complete only if you pay UI tax.

Line 1. Total subject wages. Enter the total subject wages paid to employees during the quarter. If you use more than one page of Form 132 Domestic, enter the total from all pages on page 1 only. This figure must equal the amount in box 1A, Form OA Domestic.

Column 2. Social Security number. Enter the Social Security number for each employee reported.

Column 3. Employee name. Enter the first initial and last name of each employee reported.

Column 4. Hours worked during each quarter. Enter the whole number of hours each employee worked in the quarter. If you don't track hours for a full-time employee, use 520 hours for the report. **For fractions or portions of an hour worked by an employee,** round up any portion of an hour to the nearest whole hour.

Report the actual number of hours worked, both straight time and overtime. Don't report hours paid for sick leave, vacation leave, or any other hours paid where no work was performed. Even though

these hours aren't reported in column 4, wages paid are still included in the subject wages in column 5.

Although you report wages in the quarter they are paid, report hours in the quarter they are worked.

Note: The hours you report for UI tax purposes on Form 132 Domestic won't necessarily equal the hours you report for the WBF assessment on Form OA Domestic, box 9. In part, this is because there may be differences in who is subject to which tax. Also, hours for the WBF assessment should be reported, like wages, in the quarter they are paid. The hours for UI tax purposes should be reported in the quarter they are worked.

Enter "0" for an employee who didn't work during the quarter but received wages. **Don't leave blank.**

Column 5. Total subject wages paid this quarter. Wages are reported in the quarter paid to the employee regardless of when earned. Enter the total subject wages paid to each employee during the quarter regardless of whether the employee's wages were more than the taxable wage base.

Column 6. State Withholding Taxes. Enter the amount of withholding tax for employees who are subject to UI law. **Report whole dollars only.**

Example: If the total withholding for John Smith for quarter 1 is \$550.43, enter \$550 on column 6.

Box 7. Column totals. Enter the total subject wages for all employees reported on the page. Don't include the totals from other pages of this form.

Unemployment Insurance Tax Information

Subject wages

Generally, wages reportable for FUTA purposes are reportable for UI tax. All wages, including draws, are reportable when paid to the employee. For example, wages paid in January 2021 for work performed in December 2020 are reportable in 2021.

An employee is any person (including aliens and minors) employed for pay by any employer subject to OED law (ORS 657.015). This includes contract, casual, or temporary labor.

"Wages" means all compensation for service, unless specifically excluded by law. Payments other than cash are reportable at cash value in the quarter in which they are available to the employee.

Examples of subject wages include:

- Payments for services to officers and employees of any type of corporation, except those officers electing to be excluded under the corporation provision (see excluded wages, this page).
- Payments for agricultural and domestic (in-home services) labor by qualified employers.
- Payments for services to employees of nonprofit organizations or political subdivisions.
- Payments for services to clergy and employees of churches or other religious organizations.
- Special payments for services, such as commissions, fees, gifts, bonuses, prizes, separation allowances, guaranteed wage payments, vacation pay, holiday pay, and sick pay.

- Employee tips reported by the employer as directed by Internal Revenue Code Section 3306.
- Board provided to employees as part of their pay has a minimum value of 30 percent of the standard per diem meal rate within the continental United States. Round the per-diem rate to the nearest dollar. The rate per month will be 30 times the rounded daily rate.

If room is also furnished, no additional value will be placed upon it. If room and board are furnished at hotels, resorts, or lodges, or if a room only, an apartment, a house, or any other consideration is provided, the value for tax purposes will be the fair market value.

Excluded wages

Examples of payments that aren't subject to UI tax under UI law are:

- Payments to a sole proprietor or the sole proprietor's child under 18, spouse, or parent.
- Non-cash payments.
- Sick pay under WC law.

UI tax payments

All payments must be sent with Form OR-OTC-V. Enter the amount paid in the "State Unemployment Insurance Tax" box. When there is more owed than taxes, payments are applied first to legal fees, penalties, and interest. The remainder is applied to tax owed.

Employer Account Access

You can review your UI tax account information at www.oregon.gov/employ/businesses/tax. Click on "My Business Account Information," read the instructions, then click on "Continue to Business Account Information." Enter the information to register and create your personal identification number (PIN).

Special payroll tax

The UI tax program is authorized to collect a special payroll tax that is calculated every quarter. This isn't an additional tax. Employers subject to FUTA must deduct the special payroll tax from the total state unemployment tax to determine the amount reported as "contributions paid to the state unemployment fund" on FUTA Form 940.

The special payroll tax funds the Wage Security Fund (BOLI) and the Supplemental Employment Department Administration Fund (SEDAF). The BOLI fund pays final wages when a business closes and doesn't have enough money to make final payroll. The SEDAF fund provides OED's services.

Don't include the special payroll tax to calculate a credit when reporting on federal Form 940. To calculate "contributions paid to the state," use two lines in item 3 on Form 940 (computation of tentative credit)—see the table on page 14 for the correct amounts.

Example 1: An employer has a tax rate of 3 percent (0.03). In the second quarter, the experience rate will be 2.91 percent (0.0291), which is the tax rate less the 0.09 percent (0.0009) special payroll tax offset.

Example 2: Employers with the highest state unemployment tax rate, 5.4 percent (0.054), should not calculate the amount of the special payroll tax offset. The employer should use the unadjusted amount of taxes paid to the state as "contributions paid to your state unemployment fund."

"Contributions actually paid to the state" should equal the amounts on line 17, Form OA Domestic for each quarter. If the amounts paid were less than owed, report the amount **actually** paid. To download Form 940 visit the IRS website (see page 2).

Exemption from UI tax

An employer who doesn't have enough employment or payroll may qualify for exemption from UI tax (ORS 657.415). To apply for the exemption, file a written request with the director of OED. If approved, the exemption will continue until the employer again qualifies as an employer (ORS 657).

Election of coverage

An employer who has employees not subject to UI tax may file a written election to cover such employees (ORS 657.425). To apply for the election, file a *Notice of Election to Cover Employees* form with the director of OED. You will need to receive written notification of approval to begin coverage. To download the form visit OED's website (see page 1).

Withholding Tax Information

Who is a household employee?

This information applies only if you pay someone for household work and that worker is your employee. Household work is work done in or around your home by babysitters, nannies, health aides, private nurses, maids, caretakers, yard workers, and similar domestic workers.

A household worker is your employee if you can control not only what work is done, but also how it is done. If only the worker can control how the work is done, the worker is not your employee but is self-employed. A self-employed worker usually provides his or her own tools and offers services to the general public in an independent business. If an agency provides the worker and controls what work is done and how it is done, the worker is not your employee.

Should Oregon income tax be withheld from a household employee's pay?

Oregon income tax withholding is not required for household employees. However, Oregon income tax can be withheld if the household employee

asks you to withhold and you agree. In order to determine withholding, the employee must complete federal Form W-4, Employee's Withholding Allowance Certificate.

Figuring withholding tax

All Oregon employers must withhold tax from employee wages (including draws) at the time employees are paid. Taxes are withheld and reported in the quarter the employee is paid.

To figure the amount of tax to withhold from an employee's wages:

- Use the Oregon withholding tax tables on DOR's website (see page 1).
- For computer payroll systems, use the percentage formula in the Oregon withholding formula publication on DOR's website (see page 1).

Transit district tax information

Domestic service in a private home is exempt from the Tri-County Metropolitan Transportation District (TriMet) and the Lane Transit District (LTD) tax.

Workers' Benefit Fund Assessment Information

Workers' Benefit Fund

The Workers' Benefit Fund (WBF) supports programs that benefit injured workers and the employers who help them return to the work force. Visit DCBS' website for more information about programs supported by the fund (see page 1).

Note: The WBF assessment is separate from WC insurance premium and doesn't provide insurance coverage.

Workers subject to WBF assessment

Domestic workers subject to the WBF assessment are:

- All paid workers for whom the employer is required by Oregon law to provide WC insurance coverage; and
- All paid individuals (workers, owners, officers) who may otherwise be non-subject, but the employer chooses to cover under WC insurance; and
- All paid individuals performing personal support work who are eligible for WC insurance coverage

[HB 3618 (2010)]. Refer to ORS 410.600-410.625 for definition of home care workers.

To clarify whether a worker is subject to Oregon's WC law and WBF assessment, call the subjectivity phone (see page 1).

For each calendar year that you have domestic workers covered by WC insurance, you must file a Form OA Domestic to report hours worked. In addition, for each calendar year you have coverage, but no workers, you must file a Form OA Domestic to report -0- hours worked and -0- assessment due. If you don't file a Form OA Domestic during the time you have subject workers or personal elections, you may be assessed a penalty.

Hourly assessment

This assessment is based on the total number of full and partial hours worked by all paid individuals who are subject to the assessment. You must include hours worked for individuals that are paid on a basis other than by the hour. For example, calculate reasonable hours worked for individuals

paid by salary, as well as those paid by commission, by the piece, or by the mile.

Hours are reportable when they are paid. report in 2020 hours worked in December 2020 but not paid until January 1, 2021. The hourly assessment rate may change annually.

How to update or close your WBF assessment account

If your business changes ownership, discontinues business, or no longer employs workers, complete a *Business Change in Status Form*, located in the back of this booklet. In addition, contact your WC insurer with the corrected information.

Oregon Combined Payroll Tax Business Change in Status Form

To update business status and employment information

Attach additional sheets if needed.

Business name	BIN (Oregon business identification number)	Owner/Officer updates: To update owner/officer information, attach a complete list of current owners/officers including position, social security number (SSN), home address, and phone.
Other names (ABN/DBA)	FEIN (Federal employer identification number)	

General updates (check all that apply)

<input type="checkbox"/> Update/Change FEIN to:	<input type="checkbox"/> Update/Change business name to:	<input type="checkbox"/> Now doing business in TriMet/Lane Transit District as of:
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Closing account (check all that apply)

<input type="checkbox"/> Closed pension/annuity account as of:	<input type="checkbox"/> No longer doing business in TriMet/Lane Transit District as of:
<input type="checkbox"/> All or	
<input type="checkbox"/> Part of the business was	<input type="checkbox"/> Closed <input type="checkbox"/> No longer doing business in Oregon <input type="checkbox"/> Sold <input type="checkbox"/> Leased <input type="checkbox"/> Transferred
Was business operating at the time it was sold, leased or transferred?	<input type="checkbox"/> Yes <input type="checkbox"/> No Effective date:
How many employees were transferred?	Date of final payroll:
Describe what was transferred	

New business name			
New owner's name		New owner's phone	
New owner's address		City	State ZIP code
Where are the records of the terminated business? (Include contact name, phone, address, city, state, ZIP code)			

Changing entity (check all that apply)

Effective date:	Note: A new <i>Combined Employer's Registration</i> form, 150-211-055, is required when there is an entity change.		
Change from:	<input type="checkbox"/> Corporation—"C"	<input type="checkbox"/> Corporation—Subchapter "S"	<input type="checkbox"/> LLP (Limited Liability Partnership)
	<input type="checkbox"/> Individual (Sole Proprietor)		LLC (Limited Liability Company) Recognized by IRS as:
	<input type="checkbox"/> Partnership—General	<input type="checkbox"/> Partnership—Limited	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor/Single Member <input type="checkbox"/> Partnership
Change to:	<input type="checkbox"/> Corporation—"C"	<input type="checkbox"/> Corporation—Subchapter "S"	<input type="checkbox"/> LLP (Limited Liability Partnership)
	<input type="checkbox"/> Individual (Sole Proprietor)		LLC (Limited Liability Company) Recognized by IRS as:
	<input type="checkbox"/> Partnership—General	<input type="checkbox"/> Partnership—Limited	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor/Single Member <input type="checkbox"/> Partnership

Employment status updates (check all that apply)

<input type="checkbox"/> Still in business, but have no paid employees (corporate officers are still subject to payroll taxes). Effective date:		
<input type="checkbox"/> Only have workers' compensation insurance to cover owners, officers or members.	<input type="checkbox"/> Only LLC members or officers	<input type="checkbox"/> Only using independent contractors
	<input type="checkbox"/> Courtesy withholding	
<input type="checkbox"/> Employing Oregon residents in another state. State:	<input type="checkbox"/> Now working in Oregon. Effective date:	

Using leased employees

Name of leasing company	Worker leasing company license number	Date employees leased	
Address	City	State	ZIP code
Leasing company contact name	Phone		
Number of leased employees:	Number of non-leased employees:	Leasing corporate officers/owners? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Submitted by

Print name	Title		
Signature	Date	Phone	

Fax to: 503-947-1700 or mail to: Employment Department, 875 Union St NE Rm 107, Salem OR 97311-0030

Business Change in Status Form Instructions

Use this form to notify the Employment Department (OED), Department of Revenue (DOR), and Department of Consumer and Business Services (DCBS) of changes to your business or employment status. Attach additional sheets if needed.

General updates

NOTE: Some federal employer identification number (FEIN) and name changes may require a new *Combined Employer's Registration*, 150-211-055, form to be completed.

- Provide the correct FEIN for your business.
- Correct the business name and spelling errors as needed.
- Check the "Now doing business in TriMet/Lane Transit District" box and include the effective date if you're an employer paying wages earned in the TriMet or Lane Transit District. You must register and file with the Oregon Department of Revenue. Wages include salaries, commissions, bonuses, fees, payments to a deferred compensation plan, or other items of value.
- For boundary questions, see the *Oregon Combined Payroll Tax* booklet, 150-211-155, for the list of cities and ZIP codes.
 - The TriMet district includes parts of Multnomah, Washington, and Clackamas counties. For TriMet boundary questions call 503-962-6466.
 - Lane Transit District serves the Eugene-Springfield area. For Lane Transit District boundary questions call 541-682-6100.

Re-opened business

To re-open your business that you've closed for:

- Less than one year, file a:
 - *Business Change in Status Form*, 150-211-156.
- One year or more, file a:
 - *Combined Employer's Registration*, 150-211-055.

For more questions contact DOR at 503-945-8091.

Owner/officer updates

Attach a separate sheet to update or change corporate officer or owner information.

Compensation for services performed by corporate officers and shareholders is subject to payroll taxes (withholding, transit, and unemployment). If owners and officers are covered by Workers' Compensation insurance, the hours worked are also subject to Workers' Benefit Fund (WBF) assessment.

Fax to: 503-947-1700 or

Mail to: **Employment Department
875 Union St NE Rm 107
Salem OR 97311-0030**

For additional copies of this form, download at:
www.oregon.gov/dor/bus or call: **503-947-1488**

Employment status updates

- Check each box that applies to your business and include the effective date of change.
- If Oregon residents are working out of Oregon, indicate which state.
- Check box and indicate effective date of employees now working in Oregon that previously worked in another state.

Using leased employees

If you lease your employees from a Professional Employer Organization (PEO)/Worker Leasing Company, fill in the information requested.

Changing entity

Include the effective date of change, check the box of the entity you're changing from and the box of the entity changing to.

NOTE: Entity changes require the completion of a new *Combined Employer's Registration* form.

Examples include, but aren't limited to:

- Changing from a sole proprietorship to a partnership or corporation.
- Changing from a partnership to a sole proprietorship or corporation.
- Changing from a corporation to a sole proprietorship or partnership.
- Changing of members in a partnership of five or fewer partners.
- Adding or removing a spouse as a liable owner.
- Changing from a sole proprietorship, corporation, or partnership to a limited liability company.

Closing account

- Check the box if you closed a pension and annuity account. Include the effective date of change.
- Check the "No longer doing business in TriMet/Lane Transit District" box and include the effective date if you moved your business from the TriMet or Lane transit district and are no longer subject to this tax.
- Check the box if you closed the business or dissolved a sole proprietorship, partnership, corporation, or limited liability company, and no longer have payroll to report. Fill in the date of final payroll.
- If you sold your business, leased your employees, or transferred your business assets, indicate whether the transaction applied to all or part of the business.
- If you leased all or part of the business, fill out the section "Using Leased Employees."

NOTE: New or reorganized businesses must complete a *Combined Employer's Registration*, 150-211-055, which can be found in pdf format at: **www.oregon.gov/dor/bus** or electronically at **sos.oregon.gov/business**.

