



# Employer's Filing Due Dates & Miscellaneous Contact Information

## EMPLOYMENT DEPARTMENT INFORMATION FOR EMPLOYERS

|  |   |
|--|---|
| Unemployment Insurance Tax                                       | 503-947-1488 TDD dial 711                           |
| Unemployment Insurance Coverage                                  | 503-947-1488 opt. 5                                 |
| E-mail UI Tax Questions to                                       | taxinfo@emp.state.or.us                             |
| Unemployment Insurance Tax Web Site                              | www.oregon.gov/EMPLOY/TAX                           |
| OTTER Software Technical Support                                 | 503-947-1544  |
| Magnetic Media or Plain Paper Reporting                          | www.oregon.gov/EMPLOY/TAX for specs or 503-947-1488 |
| SSN Corrections  | 503-947-1465  |
| 1099-G for Unemployment Benefits                                 | 503-947-1325  |
| Notice of Claim Determination (Form 197)                         | 503-947-1332<br>503-947-1278                        |
| Claim Re-Determination   | 503-947-1323  |
| Copy of Benefit Charge Statement                                 | 503-947-1488 opt. 4                                 |
| Tax Rate Notice  | 503-947-1488 opt. 2                                 |
| Work Opportunity Tax Credit (WOTC)                               | 503-947-1674  |
| Multiple Worksite Report (required for Covered workers) or NAICS | 503-947-1248<br>or 800-262-3912 x-71248             |

| 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 |

| EVENT  | MAILING DATE   |
|--|----------------|
| Combined Payroll Report Packet-Paper Filers Only | February 16-20 |
| OTTER Download Information                       | February 25-29 |
| Annual Domestic Report Packet                    | November 7-14  |
| UI Tax Rate Notice                               | November 15    |
| Oregon Tax Coupon (OTC)                          | December       |

## MISCELLANEOUS AGENCY INFORMATION

| Misc. Information                              | Agency          | Phone                        | E-mail                           | Web Address                               |
|--|-----------------|------------------------------|----------------------------------|---|
| Business Referral Center                       | Corporations    | 503-986-2200                 | BusinessRegistry.sos@state.or.us | www.filinginoregon.com/brc/index.htm      |
| Withholding, TriMet, LTD Payroll Tax Reporting | Revenue         | 503-945-8091<br>TTY 945-8617 | payroll.help.DOR@state.or.us     | www.oregon.gov/DOR                        |
| Revenue En Espanol                             | Revenue         | 503-945-8618                 |                                  | www.oregon.gov/DOR/pertax/espanol.shtml   |
| Transit Boundary – Lane                        | Lane Transit    | 541-682-6100                 |                                  | www.oregon.gov/DOR/BUS/transit.shtml      |
| Transit boundary – TriMet                      | Tri-Met         | 503-962-6466                 |                                  | www.oregon.gov/DOR/BUS/transit.shtml      |
| Workers' Benefit Fund Assessment               | DCBS            | 503-378-2372<br>Voice or TTY | wbfassess.fabs@state.or.us       | www.oregon.gov/DCBS/FABS/wbf.shtml        |
| Workers' Compensation Coverage                 | DCBS            | 503-947-7815                 | workcomp.questions@state.or.us   |   |
| State Income Tax                               | Revenue         | 503-378-4988                 |                                  | www.oregon.gov/DOR                        |
| W-2 Questions – State                          | Revenue         | 503-945-8100                 |                                  | www.oregon.gov/DOR                        |
| 1099 Questions – Federal                       | IRS             | 800-829-1040                 |                                  | www.irs.gov                               |
| W-3 Questions – SSA                            | Social Security | 800-772-1213                 |                                  | www.ssa.gov/employer1.htm                 |
| Minimum/Prevailing Wage                        | BOLI            | 503-731-4200                 |                                  | www.oregon.gov/BOLI                       |
| Employment Eligibility 1-9                     | INS             | 800-375-5283                 |                                  |   |
| New Hire Reporting                             | OR Justice      | 503-378-2868                 | Employer.reports@doj.state.or.us | www.dcs.state.or.us/employers/default.htm |

## Forms Ordering

| Order Forms For  | Department          | Phone                        | Website   |
|--|---------------------|------------------------------|---|
| Oregon Quarterly Forms, Oregon Tax Coupons or OTTER Software       | Employment          | 503-947-1488 opt 3 (TDD 711) | www.oregon.gov/EMPLOY/TAX                             |
| Combined Registration, Change In Status, Oregon Withholding Tables | Revenue             | 503-945-8091 opt 2           | www.oregon.gov/DOR/BUS/forms-payroll.shtml            |
| W-2, W-4, 940, 941, 943, 944 SS-4 (application for FEIN)           | IRS                 | 800-829-3676                 | www.irs.gov   |
| Oregon Business Guide  | Corporations        | 503-986-2200                 | www.filinginoregon.com/obg                            |
| BOLI Handbooks & Publications                                      | BOLI                | 503-731-4860                 | www.oregon.gov/BOLI                                   |
| Form I-9 Employment Eligibility Verification                       | US Dept. of Justice | 800-255-7688                 | www.dcs.state.or.us/forms/csf010580.pdf               |
| Handbook for I-9   | Oregon Justice      |                              | www.uscis.gov/graphics/lawsregs/handbook/hand_emp.pdf |
| New Hire Reporting Forms   | Oregon Justice      | 503-378-2868                 | www.dcs.state.or.us/forms/csf010580.pdf               |

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