

Effective March 1, 2007 the Bureau of Labor and Industries will be accepting electronic submissions of certified true farm labor contractor payroll records submitted pursuant to the *exact* procedure set forth below to satisfy the contractor's compliance with OAR 839-015-0300. A contractor may also continue to submit the required reports by regular mail.

The following procedure **must** be followed in order to submit the payroll records in electronic format:

- 1) The certified true copy of payroll records should be timely submitted to the bureau electronically by e-mail ***only in PDF format.***
- 2) The e-mail submission should be addressed to **Farm.Payrecords@state.or.us**
- 3) The e-mail submission should have only the e-mail subject heading "Certified True Payroll Record."
- 4) The e-mail submission should otherwise comply with all the reporting requirements of OAR 839-015-0300 with regard to the information contained therein.
- 5) Each e-mail submission of certified true payroll reports must include a completed wage certification statement, in PDF format, containing the certification attestation language as specifically set forth on the second page of form WH-141.

(See form WH-141 on the BOLI website for the required certification language. We will e-mail this certification form to you in Microsoft Word format if you call Julye Robertson at 503-373-1463.)

- 6) An electronic signature of the licensed contractor or the contractor's authorized representative must be included on the completed certification statement.

Please be advised that electronic submissions received by the bureau at any other e-mail address, or in any other format, other than as set forth above will not constitute compliance with the filing requirements.

Please do not use the e-mail address for any other communication purposes other than submitting the certified true payroll reports. You will receive an automatic message reply when you submit your payroll report to the electronic e-mail address. You should contact us immediately in the event you do not receive the automatic message reply at any time you submit a payroll report.

If you have any questions please do not hesitate to call Julye Robertson at 503-373-1463.