

**CHANGE IN STATUS REPORT • If you have workers' compensation insurance, you must also notify your insurer.**

- Has your business name, mailing address, telephone number, or federal employer identification number (FEIN) changed? Check this box and fill in the change(s) below.
- Has the address where your forms are delivered changed? Check this box and fill in the change(s) below.

Business Name \_\_\_\_\_

Physical or Mailing Address \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_

FEIN \_\_\_\_\_

Oregon Business Identification Number (BIN) \_\_\_\_\_

Federal Employer Identification Number (FEIN) \_\_\_\_\_

Fax to: **503-947-1700**

-or-

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

**NATURE OF CHANGE:** (Please check as appropriate) If an entity change, see instructions.

- A. Sold, leased, or otherwise transferred:  All or  Part of the business, to:

Business Name: \_\_\_\_\_ Date of Sale: \_\_\_\_\_

New Owner's Name: \_\_\_\_\_ Telephone : ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Was business operating at the time it was sold, leased, or otherwise transferred?  Yes  No

If only part of the business was transferred, describe what was transferred: \_\_\_\_\_

How many employees were transferred? \_\_\_\_\_

- B. Partnership formed or changed. **Explain on a separate sheet and attach** along with a Combined Employer's Registration form for a new partnership.

- C. Corporation:  Formed  Dissolved  Ceased operations

Effective Date: \_\_\_\_\_ **Explain on a separate sheet and attach** along with a Combined Employer's Registration form for a new corporation.

- Change of Officers (attach a list of officers with SSNs, home addresses, and phone numbers).

\_\_\_\_\_

Entity change from: \_\_\_\_\_ To: \_\_\_\_\_

- D. Now doing business in:  TriMet and/or  Lane Transit District Effective Date: \_\_\_\_\_

- E. No longer doing business in:  TriMet and/or  Lane Transit District Effective Date: \_\_\_\_\_

New location: \_\_\_\_\_

- F. Partnership, LLC/LLP, or sole proprietor operating without employees.

- G. Now using leased employees: Name of leasing company \_\_\_\_\_ Date employees transferred: \_\_\_\_\_

Total number of employees prior to transfer \_\_\_\_\_ How many employees transferred? \_\_\_\_\_

- H. Closed business or no longer doing business in Oregon.

**Note:** Corporate officers and members of limited liability companies are employees for some tax programs, but not in others. Check with each agency to see if these individuals are considered employees.

**Date of final payroll** \_\_\_\_\_ Location of terminated business' records: Name: \_\_\_\_\_  
(mm/dd/yy)

Address \_\_\_\_\_

I understand that it will be necessary for me to again report and pay taxes if at any time I resume operating, even though in a different line of business and regardless of the extent of my employment.

**Signature** X \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_ **Telephone No.** ( ) \_\_\_\_\_

## Change in Status Report Instructions

As an employer you must notify the Employment Department, the Department of Revenue, and your workers' compensation insurer of any change in your business.

**Examples of changes to report on the *Change in Status Report* are:**

- Address change.
- Name change.
- Federal employer identification number (FEIN) change, **only if printed incorrectly on your forms.**
- Dissolution of sole proprietor, partnership, corporation, or a limited liability company.

**NOTE:** New businesses need to complete a Combined Employers Registration.

- Partial or complete sale, lease, or transfer of business.
- Change in corporate officers or partnership.
- Using leased employees.
- Closing or beginning operations in a transit district:
  - If you are an employer who is paying wages earned in the TriMet and/or Lane Transit District you must register and file with the Oregon Department of Revenue. Wages include all salaries, commissions, bonuses, fees, payments to a deferred compensation plan, or other items of value.
  - If you are an employer who has recently started working in the TriMet and/or Lane Transit District, you are subject to this tax (see the Oregon Combined Payroll Tax booklet for cities and ZIP codes).

—If you are an employer who has recently moved from the TriMet and/or Lane Transit District, you are no longer subject to this tax (see the Oregon Combined Payroll Tax booklet for cities and ZIP codes).

—The TriMet District includes parts of three counties in the Portland metro area: Multnomah, Washington, and Clackamas. For TriMet boundary questions call 503-962-6466.

—Lane Transit District (LTD) serves the Eugene-Springfield metro area. For LTD boundary questions call 541-682-6100.

- Closing the business completely.

**Entity changes in your business that require completion of a new *Combined Employers Registration* form include, but are not 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 proprietor, corporation, or partnership to a limited liability company.

**Complete the "Change In Status Report" and**

**Fax to: 503-947-1700**

— OR —

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

To order additional copies of this form, contact the Employment Department or download it from the Internet at: [www.oregon.gov/DOR](http://www.oregon.gov/DOR).