



Employer's Filing Due Dates & Miscellaneous Contact Information

EMPLOYMENT DEPARTMENT INFORMATION FOR EMPLOYERS

Unemployment Insurance Tax	503-947-1488 TTY 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
Federal Wage Format (EFW2) or Plain Paper Reporting	www.oregon.gov/EMPLOY/TAX for specs or 503-947-1488
SSN Corrections	503-947-1460
1099-G for Unemployment Benefits	800-237-3710 opt. 0
Notice of Claim Determination (Form 197)	503-947-1332 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)	503-947-1672
Multiple Worksite Report (required for covered workers) or NAICS	503-947-1248 or 800-262-3912 x71248

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

EVENT	DISTRIBUTION DATE
Combined Payroll Report Packet	February 15
OTTER Software Download	March
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 Information Center	SOS - Corps	503-986-2200	BusinessRegistry.sos@state.or.us	www.filinginoregon.com
Withholding, TriMet, LTD Payroll Tax Reporting	Revenue	503-945-8091 TTY 800-886-7204	payroll.help.DOR@state.or.us	www.oregon.gov/DOR/BUS/withholding.shtml
Revenue en Español	Revenue	503-378-4988 or 800-356-4222		www.oregon.gov/DOR
Transit Boundary – Lane	Lane Transit	541-682-6100		www.oregon.gov/DOR/BUS/transit.shtml
Transit boundary – TriMet	TriMet	503-962-6466		www.oregon.gov/DOR/BUS/transit.shtml
Workers' Benefit Fund Assessment	DCBS	503-378-2372 Voice or TTY	wbfassess.fabs@state.or.us	www.oregon.gov/DCBS/FABS/wbf.shtml
Workers' Compensation Coverage	DCBS	503-947-7814	wcd.employerinfo@state.or.us	www.cbs.state.or.us/external/wcd
State Income Tax	Revenue	503-378-4988		www.oregon.gov/DOR
W-2 Questions – State	Revenue	503-945-8091		www.oregon.gov/DOR
1099 Questions – Federal	IRS	866-455-7438		www.irs.gov
W-3 Questions – SSA	IRS	866-455-7438		www.ssa.gov/employer/how.htm
Minimum/Prevailing Wage	BOLI	971-673-0824		www.oregon.gov/BOLI/TA/T_FAQ_Min-wage_2010.shtml
Employment Eligibility I-9	USCIS	888-464-4218		www.uscis.gov
New Hire Reporting	OR Justice	866-907-2857	emplnewhire.help@doj.state.or.us	www.oregonchildsupport.gov/employers/reporting.shtml

FORMS ORDERING

Order Forms For	Agency	Phone	Web Address
Oregon Quarterly Forms, Oregon Tax Coupons or OTTER Software	Employment	503-947-1488 opt 3 TTY dial 711	www.oregon.gov/EMPLOY/TAX
Combined Registration, Change in Status, Oregon Withholding Tables	Revenue	503-945-8091 opt 5	www.oregon.gov/DOR/BUS/forms-payroll.shtml
W-2, W-4, 940, 941, 943 SS-4 (application for FEIN)	IRS	800-829-3676	www.irs.gov
Oregon Business Guides	SOS - Corps	503-986-2200	www.filinginoregon.com/forms/index.htm
BOLI Handbooks & Publications	BOLI	971-673-0824	www.oregon.gov/BOLI/TA/T_Tabooks.shtml
Form I-9 Employment Eligibility Verification	USCIS	800-870-3676	www.uscis.gov/files/form/i-9.pdf
Handbook for I-9	USCIS	800-870-3676	www.uscis.gov/files/form/m-274.pdf
New Hire Reporting Forms	OR Justice	503-378-2868	www.oregonchildsupport.gov/forms/csf010580.pdf

WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD – dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com

WorkSource Oregon es un programa que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés, a pedido y sin costo. Llame al 7-1-1 para asistencia gratuita TTY/TDD para personas con dificultades auditivas. Obtenga acceso gratis en Internet por medio del siguiente sitio: www.sprintrelayonline.com