

New & Noteworthy

Important information from the Oregon Department of Revenue



Automated Scanning*

Tips that will help your payment to process correctly.

- Use plain or simple numbers (see example at right).
- Use blue or black ink only.
- Don't staple, clip, or tape your check and coupon together.
- Use the correct year coupon to ensure payment is posted correctly.



EXAMPLE

- | | | | | |
|---|--|---|--|--|
| <h1>1</h1> <p>Please do not alter coupons. The scanline contains the business ID number and other information.</p> | <h1>2</h1> <p>Verify correct year, business ID number, and business name.</p> | <h1>3</h1> <p>Enter your payments in the correct boxes.
Example: If your payment is for withholding, enter the amount in the box marked withholding.</p> | <h1>4</h1> <p>Total all boxes, put total amount in the box in center of form. Your check should equal amount in this box.</p> | <h1>5</h1> <p>Enter only 1, 2, 3, or 4 to show which quarter to apply payment</p> |
|---|--|---|--|--|

Your responsibility to pay state withholding tax

We understand that current economic conditions may pose new challenges to successful businesses. Continue to pay your employees and send their personal income tax withheld in trust.

Remember, under Oregon law you can be held personally responsible for paying withholding tax, regardless of the type of business ownership. If you get a past-due notice from us, call the phone number on the notice immediately so that we can help you.

If you haven't made a required withholding deposit during the current quarter, please call 503-945-8091 for assistance.

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Payments using Form OTC (if not paying electronically with EFT)

- The due dates for withholding tax deposits for Oregon are the same as for depositing your federal tax liability.
- You must include Form OTC with each combined payroll tax payment you make, including payments made with your Oregon Quarterly Tax Report (Form OQ).
- If you amend a Form OQ and have a payment due, include Form OTC with your payment and amended report.
- **Never include credits on your coupon.** If you have a credit, send a written request to the agency that handles the program with the credit. Please include program, quarter, and year the credit exists and any notices or memos you've received regarding the credit.

Electronic Funds Transfer (EFT) information

- Electronic Funds Transfer (EFT) is a convenient, safe, and accurate way to make your combined payroll tax payments. EFT allows you to make payments using a secure internet site, a touch-tone telephone, or through your financial institution.
- If you are required to pay your federal tax liability electronically, you must pay your Oregon Combined Payroll taxes electronically, too.
- We encourage you to take part in the EFT program even if you aren't required to because of its accuracy and convenience.
- You must file an authorization agreement with the Department of Revenue before starting EFT payments. Information agreements are available at www.oregon.gov/DOR, or by calling the EFT Help Message Line, 503 947-2017.

Updating your address or phone number?

- Fill out the *Change in Status Report*, 150-211-157 or e-mail the information to: payroll.help.dor@state.or.us.

Tax tables for 2009

- Continue using the Oregon withholding tax tables effective January 1, 2007.

Transit information—TriMet and LTD

- For new transit rates and subjectivity, please visit the Oregon Department of Revenue at www.oregon.gov/DOR/BUS/IC-211-503.shtml, or call 503-945-8091.

Electronic filing options

- Check out the electronic filing options available for employers at www.oregon.gov/EMPLOY/TAX or by calling 503-947-1488 for more information.

Taxpayer Assistance

General tax information www.oregon.gov/DOR
Salem 503-378-4988
Toll-free from an Oregon prefix 1-800-356-4222

Asistencia en español:

Salem 503-378-4988
Gratis de prefijo de Oregon 1-800-356-4222

TTY (hearing or speech impaired; machine only):

Salem 503-945-8617
Toll-free from an Oregon prefix 1-800-886-7204

Americans with Disabilities Act (ADA): Call one of the help numbers for information in alternative formats.