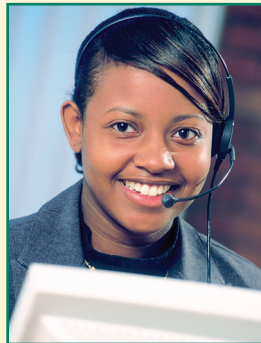## Telephone Reporting (IVR)

Now you can avoid all paperwork and file a "No Payroll" report for all Oregon payroll tax programs using just the phone.

Using a touch-tone telephone, dial (503) 378-3981 anytime, day or night, seven days a week. You will only need your Business Identification Number (BIN).

The automated voice system leads you through the step-by-step process and repeats your response so errors are virtually eliminated.

Nothing could be easier.

OTTER Software

Download the OTTER program from our Web site at: ***www.oregon.gov/employ/tax or call (503) 947-1488 to order a software CD.***

Web Reporting

To use the Secure Employer Tax Reporting On-line (SETRON) program go to: ***www.oregon.gov/employ/tax***

Telephone Reporting

For reports with no payroll dial (503) 378-3981, anytime day or night, seven days a week to report.

Electronic
Payroll
Tax Reporting

Reporting Software, Web, telephone; no postage, no paper, nothing easier . . .

WORKSOURCE OREGON

WorkSource Oregon is an equal opportunity program/employer. The following services are available free of cost upon request: Auxiliary aids or services and alternate formats to individuals with disabilities and language assistance to individuals with limited English proficiency. To request these services contact your local WorkSource Oregon Center for assistance.

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de los siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, y formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés. Para solicitar dichos servicios, contáctese con el Centro WorkSource Oregon más cercano a su área.

WORKSOURCE OREGON

Oregon Electronic Payroll Tax Reporting Methods

Reporting is easy, fast, accurate, & paper free!

Oregon's Electronic Payroll Reporting Suite won the first place award for innovation from the U.S. Department of Labor in 2001. Our suite offers three electronic reporting options: OTTER (reporting software), SETRON (web based reporting) and IVR (telephone reporting for no payroll reports). Each electronic reporting option requires only common office technology, such as the telephone, computer and Internet.

Reporting Software (OTTER)

The Oregon Tax Employer Reporting (OTTER) system benefits both customers and the State by saving time and reducing mistakes. Reports are prepared, sent, and received electronically without lengthy processing time or repetitive manual inputting of data.

The free software is available by ordering the self-loading CD or by downloading it from the Web. Once installed, the program leads you through the step-by-step process.

You can import data from your accounting software and then copy that data from quarter to quarter.

OTTER reduces workload and mistakes by performing calculations and identifying errors. Errors display in informational windows, allowing you to correct them before sending the report. When your report is completed, OTTER steps you through preparing the transfer file and submitting it on the secure Web server. OTTER also provides instructions on e-mailing the transfer file and mailing it on diskette.

There is no limit on report size. One OTTER transfer file can accommodate any number of businesses and employees.

All OTTER reports are encrypted for security. You can be assured that your data is safe, whether you transmit the report through the secure server, e-mail or mail a diskette.

For your convenience, the Oregon Employment Department provides personal technical support by e-mail at:
taxinfo@emp.state.or.us
or call (503) 947-1544.

You may download the OTTER program from our Web site at:
www.oregon.gov/employ/tax
or call 503-947-1488
for a software CD.

Web Reporting (SETRON)

Use the Secure Employer Tax Reporting On-line (SETRON) program to file reports. You can use SETRON at anytime, day or night, seven days a week. There is no registration or pre-approval necessary. Go to:
www.oregon.gov/employ/tax

Because you use the Web to report, all reports are filed electronically, regardless of operating system.

SETRON calculates taxes due for all tax programs.

Print paper copies for your own files then submit your finished report over the Internet.

Reduces workload, calculates taxes & the software is FREE!!!

WORKSOURCE **OREGON**