

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.

Department Use Only
Date received
Initials when completed

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.

An entity change in your business that will require completion of a new *Combined Employers Registration* include:

- 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.