

Oregon Combined Payroll Tax Business Change in Status Form

To update business status and employment information

Check all boxes that apply. Attach additional sheets if needed.

Business name	BIN (Oregon business identification number)
Other names (ABN/DBA)	FEIN (Federal employer identification number)

General updates (check all that apply)

<input type="checkbox"/> Update/Change FEIN	New FEIN
<input type="checkbox"/> Update/Change business name	New business name
<input type="checkbox"/> Now doing business in TriMet/Lane Transit District	Effective date / /

Owner/Officer updates

To update owner/officer information, attach a complete listing of the current owners and officers including position, SSN, home address, and phone number.

Employment status updates (check all that apply)

<input type="checkbox"/> Still in business, but have no paid employees. Effective date / /		
<input type="checkbox"/> Only have workers' compensation insurance to cover owners, officers or members.	<input type="checkbox"/> Only members or officers	<input type="checkbox"/> Only using independent contractors
<input type="checkbox"/> Employing Oregon residents in another state. State:		

Using leased employees

Name of leasing company	Leasing company contact		
Address	City	State	Zip
Telephone ()	Worker leasing company license #		
Date employees leased / /	Number of leased employees	Total number of non-leased employees	Leasing corporate officers/owners? <input type="checkbox"/> Yes <input type="checkbox"/> No

Changing entity (check all that apply)

Effective date / /	Note: A new Combined Employer's Registration form is required when there is an entity change.		
Change from:	<input type="checkbox"/> Corporation—"C"	<input type="checkbox"/> Corporation—Subchapter "S"	<input type="checkbox"/> LLP (Limited Liability Partnership)
	<input type="checkbox"/> Individual (Sole Proprietor/Single Member LLC)	LLC (Limited Liability Company) Recognized by IRS as:	
	<input type="checkbox"/> Partnership—General	<input type="checkbox"/> Partnership—Limited	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership
Change to:	<input type="checkbox"/> Corporation—"C"	<input type="checkbox"/> Corporation—Subchapter "S"	<input type="checkbox"/> LLP (Limited Liability Partnership)
	<input type="checkbox"/> Individual (Sole Proprietor/Single Member LLC)	LLC (Limited Liability Company) Recognized by IRS as:	
	<input type="checkbox"/> Partnership—General	<input type="checkbox"/> Partnership—Limited	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership

Closing account (check all that apply)

<input type="checkbox"/> Closed pension/annuity account as of: / /	<input type="checkbox"/> No longer doing business in TriMet/Lane Transit District as of: / /			
Business was: <input type="checkbox"/> Closed <input type="checkbox"/> No longer doing business in Oregon	<input type="checkbox"/> Sold <input type="checkbox"/> Leased <input type="checkbox"/> Transferred	<input type="checkbox"/> All of business <input type="checkbox"/> Part of business	Was business operating at the time it was sold, leased or transferred? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many employees were transferred?
			Effective date / /	Date of final payroll / /
Describe what was transferred:				
Where are the records of the terminated business? (Contact name, address, telephone number)				
New business name				
New owner's name		New owner's telephone ()		
New owner's address		City	State	Zip

Submitted by:

Print name	Title	Telephone ()
Signature		Date / /

Fax to: 503-947-1700 or mail to: Employment Department, 875 Union St NE Rm 107, Salem OR 97311-0030

Oregon Combined Payroll Tax Business Change in Status Form Instructions

Use this form to notify the Employment Department, the Department of Revenue, and the Department of Consumer and Business Services of changes to your business or employment status. Attach additional sheets if needed.

General updates

NOTE: Some FEIN and name changes may require a new *Combined Employer's Registration* form to be completed.

- Provide the correct federal employer identification number (FEIN) for your business.
- Correct the business name and any spelling errors as needed.
- Check the "Now doing business in TriMet/Lane Transit District" box and include the effective date if you're an employer paying wages earned in the TriMet or Lane Transit District. You must register and file with the Oregon Department of Revenue. Wages include salaries, commissions, bonuses, fees, payments to a deferred compensation plan, or other items of value.
 - For boundary questions, see the *Oregon Combined Payroll Tax* booklet for the list of cities and ZIP codes.
 - The TriMet district includes parts of Multnomah, Washington, and Clackamas counties. For TriMet boundary questions call 503-962-6466.
 - Lane Transit District serves the Eugene-Springfield area. For Lane Transit District boundary questions call 541-682-6100.

Owner/officer updates

Attach a separate sheet to update or change corporate officer or owner information.

Employment status updates

- Check each box that applies to your business and include the effective date of change.
- If Oregon residents are working out of Oregon, indicate which state.

Fax to: 503-947-1700

or

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

For additional copies of this form, download at:
www.oregon.gov/dor/business
or call: **503-947-1488**

Using leased employees

If you lease your employees from a Professional Employer Organization (PEO)/Worker Leasing Company, fill in the information requested.

Changing entity

Include the effective date of change, check the box of the entity you're changing from and the box of the entity changing to.

NOTE: Entity changes require the completion of a new *Combined Employer's Registration* form.

Examples include, but aren't 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 proprietorship, corporation, or partnership to a limited liability company.

Closing account

- Check the box if you closed a pension and annuity account. Include the effective date of change.
- Check the "No longer doing business in TriMet/Lane Transit District" box and include the effective date if you moved your business from the TriMet or Lane transit district and are no longer subject to this tax.
- Check the box if you closed the business or dissolved a sole proprietorship, partnership, corporation, or limited liability company, and no longer have payroll to report. Fill in the date of final payroll.
- If you sold your business, leased your employees, or transferred your business assets, indicate whether the transaction applied to all or part of the business.
- If you leased all or part of the business, fill out the section "Using Leased Employees."

NOTE: New or reorganized businesses must complete a *Combined Employer's Registration* form, which can be found in pdf format at:

www.oregon.gov/dor/business
or electronically at
<https://secure.sos.state.or.us/ABNWeb>