

# Change in Status Report Instructions

As an employer you must notify the Employment Department, the Department of Revenue, and the Workers' Compensation Division (through 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.

- 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.

## Changes 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 less 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 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.dor.state.or.us](http://www.dor.state.or.us).