

Most Paid Leave Oregon benefits are taxable. To find out if you need to pay taxes on your benefits, read IRS publication 505, "Tax Withholding and Estimated Tax" at IRS.gov, contact the Oregon Department of Revenue at oregon.gov/dor, or contact your tax preparer.

For Paid Leave Oregon family and safe leave benefits, we will mail you a form 1099-G. For Paid Leave Oregon medical leave benefits, we will mail you a form 1099-MISC.

We will mail form(s) 1099-G and 1099-MISC by the end of January of each year. These documents tell you how much you received in benefits the prior year. We also send a copy of your form 1099-G or 1099-MISC to the Internal Revenue Service and to the Oregon Department of Revenue.

We will send your form 1099-G or 1099-MISC to the last address we have on file for you. It is very important that you update your address through Frances Online at frances.oregon.gov or notify us in writing if your address changes, even if you stopped receiving benefits.

If you do not receive your form 1099-G or 1099-MISC by the second week of February, contact us through Frances Online at frances.oregon.gov. If you do not have access to Frances Online for Paid Leave benefits, you can contact us at 833-854-0166.

You can ask us to withhold state and federal income taxes from your benefits. You can change your withholding status at any time using Frances Online or by sending us the enclosed form. If you choose to have taxes withheld, your form 1099-G or 1099-MISC will include the amount withheld during the past year. We cannot withhold taxes from benefit payments you have already received. If you choose to withhold taxes and then change your mind, we cannot pay you the money we already withheld from your payments.

Please complete the Authorization for Tax Withholding Form on Frances Online at frances.oregon.gov. If you do not have access to the internet, you can complete the attached form and send it to us.



Authorization for Tax Withholding

First name (Please print): _____ Last name _____

Social Security Number (SSN): _____ - _____ - _____ or

Individual Taxpayer Identification Number (ITIN): _____ - _____ - _____

START I authorize Paid Leave Oregon to start withholding (Check all that apply):

10% of my benefits for federal income taxes

8% of my benefits for state income taxes

STOP I authorize Paid Leave Oregon to stop withholding (Check all that apply):

10% of my benefits for federal income taxes

8% of my benefits for state income taxes

I understand my decision to stop withholding taxes will continue until I send a new signed request to Paid Leave Oregon to restart my withholding. I understand Paid Leave Oregon will not refund me the benefits already withheld for taxes.

I understand that this authorization will override any previous authorization.

Signature: _____ Date: _____

Provide all required information. Missing information can cause a delay in processing your request.

Please return this form to:

**Attn: Paid Leave Oregon
Oregon Employment Department
875 Union St NE
Salem, OR 97311**

Need help?

The Oregon Employment Department (OED) is an equal opportunity agency. OED provides free help so you can use our services. Some examples are sign language and spoken-language interpreters, written materials in other languages, large print, audio, and other formats. To get help, please call 833-854-0166 (toll free). TTY users call 711. You can also send an email to paidleave@oregon.gov.