



ODS business verification statement

This form should only be completed for owners, partners and employees that do not appear on the group's Oregon State Wage and Tax Form 132. If you are completing this form, you must also provide the tax documentation applicable to your business entity as outlined in the matrix on page two.

Legal Business Name

Telephone Number

DBA Name (if applicable)

Business Mailing Address

State Business Registry/EIN Number

The state of Oregon defines an eligible employee as, "an employee of a small employer who works on a regularly scheduled basis, with a normal work week of 17.5 or more hours. The employer may determine hours worked for eligibility between 17.5 and 40 hours per week subject to rules of the carrier. 'Eligible employee' does not include employees who work on a temporary, seasonal or substitute basis." **For purposes of defining group status, owners and partners are also subject to the minimum hourly requirement of 17.5 hours per week.**

Please acknowledge the hours worked per week for the owners, partners or employees not shown on the group's Oregon State Wage and Tax Form 132.

Name Title Hours per Week Date of Hire

Name Title Hours per Week Date of Hire

Name Title Hours per Week Date of Hire

Name Title Hours per Week Date of Hire

I, (Name and title of Authorized Group Representative) _____
have validated company records to confirm the information listed above is accurate.

Group Name

Signature

Date



ODS small employer documentation requirements

ODS requires employment documentation for new and renewing groups with less than five enrolling employees. Below, you will find a table of acceptable tax documents to be submitted as evidence to the validity of your business entity. Identify your IRS filing status from one of the five different business entity types. Submit the most recently filed tax documents marked with an X based on your business entity type.

Document name	Requirements	Sole Proprietorship *	Partnership	Corporation Including LLC	Subchapter S Corporation	Nonprofit 501-c3
Oregon State Wage and Tax Form 132	Provide for all owners and employees enrolling or not. Required for all business entities.	X	X	X	X	X
ODS Business Verification Statement	Provide for all owners and partners not reflected on the group's Oregon State Wage and Tax Form 132. Required for all business entities.	X	X	X	X	X
For all owners and partners not shown on the Oregon State Wage and Tax Form 132, please submit a copy of the documentation indicated below based on your business entity.						
IRS Form 1040	Provide the first two pages with preparer or owner's signature, one for each owner or partner. Include Schedule E for each owner if a Partnership or Subchapter S Corporation and Schedule C if a Sole Proprietorship. Include Schedule F if applicable.	X	X		X	
IRS Form 1065	Provide the first four pages with preparer or owner's signature. Include Schedule K-1 for each owner.		X			
IRS Form 1120	Provide the first four pages with preparer or owner's signature.			X		
IRS Form 1120S	Provide the first four pages with preparer or owner's signature.				X	
IRS Form 990	Provide the first page of Form 990 with preparer or officer's signature. If business income is less than \$25,000, provide a copy of the most recent quarterly Profit and Loss Statement.					X

*Sole proprietorship consists of a business owned by one person or a married couple. Spouses can be considered an employee only if they are receiving W-2 income from the business. The spouse must also work the minimum number of hours (17.5 hours per week) specified in the group's contract (renewing business) or group application (new business).