

House Bill 3311

Sponsored by Representative DAVIS

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Requires Employment Department to create packet of government forms, and database of companies offering payroll services, to assist small businesses.

A BILL FOR AN ACT

1
2 Relating to small businesses hiring employees.

3 **Be It Enacted by the People of the State of Oregon:**

4 **SECTION 1. Section 2 of this 2013 Act is added to and made a part of ORS chapter 657.**

5 **SECTION 2. The Employment Department shall:**

6 **(1) Create a packet to assist small businesses in hiring the businesses' first employees.**

7 **The packet must contain the current versions of the state and federal forms that an em-**
8 **ployer is required to file upon hiring the employer's first employee and instructions on how**
9 **to complete and file each form. The packet shall be formatted so that the forms appear in**
10 **the order in which they are required to be filed. The packet must be able to be downloaded**
11 **from the department's website in a single electronically accessible file. Each form must be**
12 **able to be downloaded individually from the department's website in a single electronically**
13 **accessible file.**

14 **(2) To assist small businesses, maintain an up-to-date online database of contact infor-**
15 **mation for companies that offer payroll services in Oregon. The database must be publicly**
16 **available.**

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NOTE: Matter in **boldfaced** type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted. New sections are in **boldfaced** type.