City of Wilsonville

Quarterly Payroll Tax Report

2025

South Metro Area Regional Transit District

Business Name			Customer # or Business License # (required)
Trade Name (DBA)			EIN (Employer Identification Number)
Address			Business Type
City	State	Zip	Phone

If the due date is on a weekend or holiday, the report is due the next business day.

☐ 1st Quarter	☐ 2nd Quarter	☐ 3rd Quarter	☐ 4th Quarter
Due April 30, 2025	Due July 31, 2025	Due October 31, 2025	Due February 2, 2026

1. **Subject Wages -** Enter wages paid for work done in the Wilsonville Transit District. Enter "0" if there were no subject wages this quarter.	$
2. **Net tax -** Multiply the amount on **line 1** by **0.0050**	$
3. **Penalty** – If paying up to 30 days after due date, multiply line 2 by 10% (0.10).	$
4. **Total of line 2 and 3**	$
5. **Additional Penalty** - Additional late penalty if paying over 30 days after due date, multiply **line 2** by an additional 15% (0.15).	$
6. **Interest** - Multiply **line 2** by .015 by the number of months the payment first became delinquent (past original due date)	$
7. Total amount due (add lines 4, 5 and 6)	$

Taxpayers with one or more employees are required to file and remit payroll tax on a quarterly basis. All salaries, commissions, bonuses, fees, or other items of value paid to a person for services performed (with specific exemptions per ORS 267.380) within the transit district (City of Wilsonville) are subject to the transit tax. If no tax due, a signed return can be mailed or faxed.

Sign here. You MUST complete all information on this form and SIGN it.
Under penalties of perjury, I declare that I have examined this return and to the best of my knowledge and belief, it is true, correct and complete.

Print Name	Print Title	Date
Signature	Federal ID Number	Phone

Paid Preparer Use Only

Preparer's name	Firm's Name (or yours if self-employed)	Date
Preparer's signature	PTIN EIN	Phone
Address	City	State Zip

Make checks payable to: **City of Wilsonville**

For questions contact:

29799 SW Town Center Loop E.
Wilsonville, OR 97070
Phone: (503) 570-1518
Email: TransitTax@ci.wilsonville.or.us
Fax: (503) 682-1015

Mail Return To:
City of Wilsonville
Transit Tax Department
29799 SW Town Center Loop E.
Wilsonville, OR 97070