



Paid Leave Oregon

Self-Employed Checklist

Use this checklist to prepare for choosing coverage as a self-employed person for Paid Leave Oregon.

Information: paidleave.oregon.gov

Paid Leave Oregon allows employees in Oregon to take paid time off for family, medical, and safe leave.

Important dates to note

Jan. 1, 2023 Self-employed individuals can start choosing Paid Leave coverage

Sept. 3, 2023 Benefits begin

If you are self-employed, you are not automatically covered under Paid Leave Oregon. You can choose coverage if:

- Your work is in Oregon; and
- You earned at least \$1,000 in Oregon net income from self-employment (income after your expenses) in the prior tax year before you apply.

Am I self-employed?

Here's how Paid Leave Oregon generally defines what it means to be self-employed:

- If you work for your business instead of working for a specific employer; and
- You report profits from your business as self-employed income on your taxes.

Get ready

You can choose Paid Leave Oregon coverage beginning Jan. 1, 2023. You'll start by creating an account on [Frances Online](#). Here are some things to keep in mind:

- You'll create an account on Frances Online as Self-Employed.
- If you choose Paid Leave Oregon coverage, you will need to agree to pay contributions for at least three years.
- You will need a copy of your Oregon and federal personal income tax return for the prior year.

How to choose Paid Leave Oregon

Step 1: Gather your documents

You'll need to have the following documents ready before you apply:

- Prior year's Oregon and federal personal income tax return (if you don't have a copy, you can request a copy from the Oregon Department of Revenue).
- Net income from self-employment (income after your expenses) from the prior tax year.

Step 2: Apply for self-employed coverage

Use [Frances Online](#) to apply for Paid Leave coverage.

Step 3: Pay contributions quarterly

After your application has been approved, the Oregon Employment Department will send you payment coupons for the contribution amount due for the quarter (self-employed individuals pay the employee portion, 60% of the 1% of net income from self-employment divided into four quarterly payments).

Pay the amount on [Revenue Online](#).

Step 4: Annual income verification

By April 30 each year (or by October 30 if you file your tax return on extension), you must provide a copy of your Oregon and federal personal income tax return to the Oregon Employment Department using [Frances Online](#).