

## Instructions for Farm & Ranch Status Report (Form C-1FR)

**Purpose of Report:** The information in this report will be used to determine if liability has been incurred under the Texas Unemployment Compensation Act.

**Who must file:** Every individual or employing unit which operates a farm or ranch or who has any agricultural employment in Texas.

Employing Unit is defined as any individual or type of organization, including but not limited to any partnership, association, trust, estate, joint-stock company, or corporation, whether domestic or foreign, or the receiver, trustee in bankruptcy, trustee or successor thereof, or the legal representative of a deceased person, which has or, subsequent to January 1, 1936, had in its employ one (1) or more individuals performing services for it within this State.

### Detail Instructions:

- Item 1:** Enter the account number TWC has assigned you. If you have not yet been assigned a number, leave this blank and you will be notified of your number later.
- Item 2:** Enter the Federal Employer Identification Number the Internal Revenue Service has assigned you.
- Item 3:** Place an "X" in the appropriate box to indicate your type of business or organization.
- Item 4:** Enter the names(s) of the legal owner(s). For corporations, enter the corporate name. Do not enter trade names here.
- Items 5, 6, 7, 8 and 8(a):** Enter the address where you want to receive your mail.
- Item 9:** Enter the phone number you wish us to use if we need to call you regarding TWC matters.
- Item 10:** Enter the address and phone number where your payroll records are kept. If it is the same as in Items 5, 6, 7, and 8, leave blank.
- Item 11:** For each owner, officer, or responsible official, enter the name, social security number, title and residence address. If there are more than three, please enter the additional names on a separate sheet and attach it to this report.
- Item 12:** Enter each trade or business name under which you operate. Also enter the location and number of employees at each location. If additional lines are needed, please continue the information on a separate sheet and attach it to this report.
- Item 13:** This section should be completed for corporations only. Enter the filing number issued by the state, the issuing state, the date issued, and the original corporate name, if it is different than the name entered in Item 4 above. Also enter the name and address of the corporation's registered agent.
- Item 14:** Enter the first date someone performed services for you in Texas as a farm or ranch employee.
- Item 15:** Enter the first date someone was paid for their farm or ranch services in Texas.

- Item 16:** Enter the week ending date of the 20th week during the calendar year in which you had at least 3 persons employed in Texas performing farm or ranch labor. (Include any week in which services were performed for any portion of any day during that week. This includes full-time, part-time, permanent and temporary employees. The services do not have to be performed on the same day of the week, in consecutive weeks or by the same employee. If you do not reach 20 weeks of employment in the first calendar year of operation, begin again with the second calendar year and count until you reach 20 weeks in that year. Do not use future dates.)
- Item 17:** Enter the ending date (March 31, June 30, Sept. 30 or Dec. 31) of the first calendar quarter during the year in which \$6,250.00 or more was paid to individuals performing farm or ranch labor.
- Item 18:** Enter the first date someone performed service for you in Texas as a migrant worker.
- Item 19:** Enter the first date you employed a seasonal worker in Texas on a truck farm, orchard or vineyard.
- Item 20:** Check the appropriate block to indicate whether you are a crew leader. If you check "Yes", answer the next question by checking the appropriate block to indicate if you hold a valid certificate of registration under the Farm Labor Contractor Act. If you check "No" to this question, check the appropriate block to indicate if you supply substantially all of the members of your crew with the equipment required to do their work.
- Item 21:** If you have become liable for taxes to the federal government under the Federal Unemployment Compensation Act, enter your years of liability-beginning with the most recent and working backward.
- Item 22:** If your account with TWC is inactive and you are filing this report to reopen your account, enter the dates you resumed farm or ranch employment and paid wages in Texas.
- Items 23, 24, 25, 26:** This section must be completed if you acquired all or part of your business or organization in Texas from a previous owner. Enter the TWC account number of the previous owner if you know it. Also enter the name and address of the prior owner, the date the business or part of business was acquired, and check the appropriate block to indicate "all" or "part" was acquired. If you check "part", describe the part acquired. If additional space is needed, please use a separate sheet and attach it to this report.
- Item 27:** Enter a brief description of your business activity in Texas and also list the principle product(s) you produce or the service you provide.
- Item 28:** If your employment experience does not indicate you have become liable under a compulsory provision of the Texas Unemployment Compensation Act, you may voluntarily elect coverage for your employees. To do this, check the appropriate block to indicate whether you wish to cover all employees, or only those who are not specifically exempt by one of the sections of the law which define exempt services. If you have questions concerning exempt services, please contact a TWC Field Tax office. *See your phone book for the office nearest you.*

This report must be signed by an owner, corporate officer, partner, or individual or individual with a valid Written Authorization is on file with the Texas Workforce Commission.

## **KEEP A COPY OF THIS REPORT FOR YOUR FILE.**

**Individuals may receive, review, and correct information that TWC collects about the individual by emailing to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records, 101 East 15<sup>th</sup> St., Rm. 266, Austin, TX 78778-0001.**