



# INSTRUCTIONS FOR SIGNING YOUR E-FILE RETURN

## Your e-file signature information

If you signed your federal return using the federal PIN, the department recognizes that signature as signing the Oregon return as well. The use of the PIN authorizes the transmission of the federal and state returns.

If you, your tax preparer, and/or the electronic return originator (ERO) completed and signed a federal Form 8453 for your federal signature, you must fill out Form EF for Oregon. You (or your tax preparer) must keep the original Form EF with your tax return and supporting documentation for three years from the return's due date or the date the return is filed, whichever is later.

Your signature:

- Authorizes the ERO to transmit your Oregon return.
- Confirms your tax return information on Oregon Forms 40, 40S, 40N, or 40P.
- Declares that the paid tax preparer has reviewed your return and believes, to the best of his or her knowledge, that all the information on the return is correct.
- Gives your consent to direct deposit any refund of Oregon taxes to the accounts you specified on the return.

Whichever way you sign your return, it will authorize the Oregon Department of Revenue to contact your tax preparer or ERO to resolve questions we may have while processing your return. It also authorizes us to tell the tax preparer or ERO the reason for any processing delay.

**Do not mail Form EF to the Oregon Department of Revenue.**

## Form EF instructions

**Name, Address, and Social Security Number (SSN).** Be sure to use your current name, address and SSN. Print or type your information in the space provided.

**PO Box.** If you receive your mail at a post office box or personal mail box (PMB), enter the PO Box or PMB number instead of your address. **The address must match the address shown on the electronically filed return.**

**SSN.** Be sure to enter your SSN in the space provided. If a joint return, list the SSNs in the same order as the first names.

## Part I—Tax return information

**Lines 1–2.** Complete these lines using whole numbers only. Fill in your refund or the amount you owe from the corresponding lines of the electronic return.

## Part II—Direct deposit

Direct deposit is voluntary and applies only to the current return. If you want your refund directly deposited into your bank account or another financial institution, complete Part II before transmitting your return. You can obtain the routing number and account number from a check, a statement, or your financial institution.

**Line 3.** The routing number must be nine digits and begin with the numbers 01 through 12, 21 through 32, or 61 through 72.

**Line 4.** The account number can be up to 17 characters (both numbers and letters). Include hyphens, but do not include spaces or special symbols. If fewer than 17 characters, enter the numbers from left to right and leave the unused boxes blank.

## Part III—Declaration of taxpayer(s)

**Line 6.** Check one of the boxes for line 6a or 6b, or use your federal personal identification number (PIN).

## Part IV—Declaration of electronic return originator (ERO) or paid preparer

The ERO or paid preparer is required to sign Form EF and also must keep it, along with any required attachments, for three years from the due date or the date the return is filed, whichever is later.

## What to do if you make changes to Form EF

If the ERO makes changes to your return after you have signed Form EF but before it is transmitted, you must complete and sign a corrected Form EF if:

- The Oregon taxable income changes by more than \$50, or
- The net tax, state refund, or amount owed changes by more than \$14.

Initial any minor changes made to Form EF. Do not mail the corrected Form EF and attachments unless the department asks for them.