

# Form **OR-TCA** Tax Credit Auction Bidder information and agreement form **2017**

**Important!** Please read all instructions. You must submit your bid online first. **This form must be received with your exact payment by 5 p.m. PDT, July 21, 2017.** Complete this form for **each bid** you submit. Your bid will be invalidated if this form is incomplete.

**Part A—Bidder information**

Bidder name (if a business, use business name)		Contact name (for businesses only)	
Mailing address		Daytime phone	
City	State	ZIP code	
Email address		Date and time bid submitted (see confirmation)	
Businesses: Federal employer identification number (FEIN) or Oregon business identification number (BIN)		Individuals: Last four digits of Social Security number (SSN)	

**Part B—Payment**

Determine your payment. This information must match the bid you submitted online.

1. Number of certificates you're bidding on .....	1		
2. Bid amount per certificate in multiples of \$1 (must be at least \$475) .....	2	\$	.00
3. Payment due (line 1 multiplied by line 2) .....	3	\$	.00

**Part C—Auction rules**

1. To be considered in the auction, a bid must be submitted online between 9 a.m., July 10, 2017 and 5 p.m. PDT, July 14, 2017 **and** a completed Form OR-TCA with your payment must be received in a Department of Revenue office by 5 p.m. PDT, July 21, 2017. Postmarks won't be considered and we can't guarantee that any mailed payments will be received by the deadline.
2. Bank-issued cashier's checks, bank-issued certified checks, or money orders made payable to Oregon Department of Revenue are the only acceptable forms of payment. Personal checks, credit cards, wire transfers, and cash **won't** be accepted and your bid won't be considered.
3. Once a bid is submitted, it can't be changed or revoked.
4. A bidder may submit multiple bids. **A separate payment and Form OR-TCA must be completed for each bid.**
5. We will issue up to 28,000 tax credit certificates (each worth \$500) to the highest qualifying bids. The credits are non-transferable. The credit can be claimed on your 2017 tax return. Any amount that can't be used on your 2017 tax return can be carried forward for up to 3 years. Tax credit certificates will be mailed to the prevailing bids at the address listed on this form.
6. If the associated bid doesn't result in the issuance of a tax credit certificate, payment will be returned to the bidder at the address listed on this form.
7. If there is a tie, the tax credit certificate will be issued to the bid received first. It's possible that a bidder may receive fewer certificates than bid.

**Declaration**

I declare under the penalties for false swearing [ORS 305.990(4)] that I have examined, understand, and agree to the rules in this document (including any accompanying statements) and to the best of my knowledge, it is true, correct, and complete.

Authorized signature <b>X</b>	Name (please print or type)	Date
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# Bidding instructions for Form OR-TCA

## Oregon tax credit auction

### Bidding steps

1. Go to [www.oregon.gov/dor](http://www.oregon.gov/dor) and search, "Tax credit auction," between 9 a.m., July 10, 2017, and 5 p.m. PDT, July 14, 2017 to submit your bid. Keep a copy of the online confirmation for your records.
2. Complete Form OR-TCA (this form) for each bid you submit. Read the auction rules carefully. Sign the form to acknowledge that you understand and agree to the rules.
3. Obtain payment (certified check, cashier's check, or money order made payable to Oregon Department of Revenue) for the full amount of the bid (see "Payments" below).
4. Deliver the payment and a completed Form OR-TCA to us by 5 p.m. PDT, July 21, 2017.

### Deadlines

The auction bidding and payment deadlines will be strictly enforced. Take care to ensure that both the bidding and payment deadlines are met. Payments may be personally delivered to any Department of Revenue office. **Warning!** If you mail your payment and Form OR-TCA to the Department of Revenue, make sure you:

- Mail it early enough to ensure it's **received** by July 21, 2017; and
- Send it to the address below to ensure it receives expedited treatment. **Remember, postmarks don't count.**

### Payments

We will only accept bank-issued certified checks, bank-issued cashier's checks, or money orders made payable to Oregon Department of Revenue as valid forms of payment. Cash, personal checks, and wire transfers are not acceptable forms of payment. They will be returned to you and your bid won't be considered in the auction.

If your bid isn't successful, we'll return your payment to the address on Form OR-TCA (verify that your return address is correct).

Verify your banking institution's procedures and possible fees to cancel your payment if it's returned to you. If you're using a money order, we recommend that you use the U.S. Postal Service because USPS can easily re-issue the money order.

### Contact information

#### Mail payments to:

Oregon Department of Revenue  
Attention: Tax Credit Auction  
PO Box 14600  
Salem OR 97309-5049

Email: [taxcreditauction@oregon.gov](mailto:taxcreditauction@oregon.gov)  
[www.oregon.gov/dor](http://www.oregon.gov/dor) and search, "Tax credit auction."

You may hand-deliver your payment and Form OR-TCA to any of these Department of Revenue locations:

#### Bend

951 SW Simpson Avenue, Suite 100

#### Coos Bay

1155 S. 5th Street, Suite A

#### Eugene

1600 Valley River Drive, Suite 310

#### Gresham

1550 NW Eastman Parkway, Suite 220

#### Medford

3613 Aviation Way, Suite 102

#### Portland

800 NE Oregon Street, 5th floor

#### Salem

955 Center Street, Room 135

### Do you have questions or need help?

[www.oregon.gov/dor](http://www.oregon.gov/dor)  
(503) 378-4988 or 1 (800) 356-4222  
[questions.dor@oregon.gov](mailto:questions.dor@oregon.gov)

Contact us for ADA accommodations or assistance in other languages.