



Instructions for Application and Verification Form
for Residential Energy Tax Credit Certification

Geothermal Heat Pump Systems

Oregon Department of Energy

The Oregon Residential Energy Tax Credit program provides for closed-loop geothermal (“ground source”) space or water heating systems. The tax credit amount is available on the Oregon Department of Energy Geothermal Tax Credit Incentive Table at the bottom of this page. It is based on 60 cents per kilowatt hour (kWh) saved during the first year of operation, up to a maximum of \$900.

Earth-coupled heat pumps and systems that use a secondary heat exchanger submersed in a well, lake, pond or stream qualify. Systems that pump water directly out of a well, lake, pond or stream (“open loop”) are not eligible.

Only ground source heat pumps installed by a tax credit certified geothermal technician are eligible for the Residential Energy Tax Credit. The Oregon Department of Energy has a list of tax credit certified geothermal technicians. See the list on our Web site: www.oregon.gov/energy or call us toll-free at 1-800-221-8035.

To qualify for a tax credit, you must have an Oregon income tax liability. If you are an Oregon resident and do not have an Oregon income tax liability, you may choose to transfer your tax credit to an Oregon resident who does. The Pass-through Option* will allow you transfer your tax credit to an individual or business with an Oregon tax liability who will make a lump-sum payment to you equal to 95 percent of the certified tax credit amount.

Don't wait to apply for the tax credit. It usually takes at least two weeks to get the certification you need to claim the credit on your tax return. Applications must be received at the Oregon Department of Energy **no later than April 1** of the year following the purchase, even if the tax credit is carried forward.

Your tax credit will be based on the following incentive table.

Geothermal Tax Credit Incentive Table

System Size	BTU per Hour Output	Estimated Savings	Tax Credit Amount
3 ton and under	Less than 40,000	1,000 kWh	\$600
4 ton	40,000 - 49,999	1,165 kWh	\$700
5 ton	50,000 - 64,999	1,335 kWh	\$800
6 ton and over	65,000 and over	1,500 kWh	\$900

OVER

* To use the Pass-through Option, complete this application form first and check off the Pass-through Option section of the application. Your application will be reviewed for eligibility. A Pass-through Option Application will be sent to you in return. You and your pass-through partner (the tax credit recipient) will complete and sign the Pass-through Option Application and mail it to the Oregon Department of Energy. You are responsible for finding your own pass-through partner. The Department of Energy will then issue the tax credit certification to the pass-through partner. There may be tax implications for the pass-through partner. There may be tax implications. We advise you to consult with your tax preparer.

Take the following steps to receive your tax credit:

1. Verify that your geothermal space or water heating system is installed in a closed-loop configuration. Only geothermal systems that use a subsurface coil of tubing or heat exchanger and do not remove water from the ground, lake, pond or stream are eligible.
2. Have an Oregon Department of Energy Tax credit Certified Geothermal Technician install your system. (See list on our Web site: www.oregon.gov/energy). The technician should complete and sign the technical portion of the *Application and Verification Form for Tax Credit Certification – Geothermal Heat Pump Systems*. You must also complete the form, sign it and mail it with your receipt to the Oregon Department of Energy.
3. Have your technician provide the necessary details. Include a clear, itemized copy of proof of payment. (You may use a bid or proposal sheet that is marked paid-in-full by your technician.) Be sure your technician also signs the application form.
4. Submit the application to the Oregon Department of Energy. If the paperwork you submit demonstrates that your system qualifies for the tax credit, the Oregon Department of Energy will approve your application and send you a certification with the qualifying tax credit amount.
5. Claim the tax credit on your state income tax. Keep your certification, a copy of your application and proof of payment for your records. Do not attach them to your tax return. Upon audit or examination, the Oregon Department of Revenue may ask you to provide the information to verify your credit claimed. A tax credit, or portion of a tax credit, not taken in the first tax year may be carried forward up to five years.

Your technician will assist you with the paperwork. If you have questions, please call the Oregon Department of Energy toll-free at 1-800-221-8035 (in Salem, call (503) 378-4040) or consult the Oregon Department of Energy Web site at www.oregon.gov/energy.

If you have questions concerning claiming the credit on your Oregon tax return, contact the Oregon Department of Revenue at 1-800-356-4222 or 503-378-4988.

Tips for buying, installing, and operating geothermal space or water heating system:

- Ask how much experience the technician has installing geothermal heating systems. Ask for references and check them.
- Check that the technician has received additional training by the system manufacturer and is following installation standards recommended by the system manufacturer.
- Be sure you understand how to operate and maintain your system. Your technician should provide you with an owner's manual with operation and maintenance instructions. In the rare event that your closed-loop system fails, know what steps to take to shut off or bypass your system.
- Make sure your technician fully explains all warranties provided by the manufacturer and technician.

Gaps, cracks or small holes in ductwork may account for as much as 25 percent of loss of heat. You can get an additional \$150 tax credit for having a tax credit certified duct technician seal existing ductwork or installing a well-designed and sealed duct system. To qualify for a duct tax credit, work must be performed by an Oregon Department of Energy tax-credit certified duct technician.





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Oregon Department of Energy

625 Marion St. NE
Salem, OR 97301-3737
Toll-free: 1-800-221-8035
Salem: (503) 378-4040 Fax (503) 373-7806
Web site: www.oregon.gov/energy

Don't forget...
...to sign your application
and include your receipt

1. CUSTOMER INFORMATION			
Name:		Social Security No.*:	
Mailing address:		Daytime phone:	
City:	Oregon County:	State:	Zip:
Street address (if different)			
City:	Oregon County:	State:	Zip:
If different than mailing address, please explain:			
Name of electric utility company:		Name of natural gas utility company:	
Cost of system: \$		Installation date:	
System type: <input type="checkbox"/> Geothermal direct use <input type="checkbox"/> Geothermal heat pump for space heating <input type="checkbox"/> Geothermal heat pump for space and water heating <input type="checkbox"/> Geothermal water heating only			
2. SYSTEM USE			
Will your system heat the: <input type="checkbox"/> Home's interior <input type="checkbox"/> Home's hot water <input type="checkbox"/> Pool or spa			
3. SYSTEM CONFIGURATION			
Check the box that best describes your system: <input type="checkbox"/> Closed-loop heat pump; earth-coupled <input type="checkbox"/> Direct exchange; earth-coupled <input type="checkbox"/> In-the-well heat exchanger ("down hole") <input type="checkbox"/> Closed-loop heat pump, submerged exchange; pond or stream			
Description of ground loop (if applicable): Length of the loop: feet Length of the trench: feet			
Describe material and spacing (slinky, multiple pipe, header configuration-series/parallel):			
Manufacturer:		Model No.:	
Rating: tons Estimated system coefficient of performance (COP) at inlet of 50° F:			
Design heat loss of home: Btu/hour from <input type="checkbox"/> Calculations <input type="checkbox"/> Estimates			
Attach manufacturer's documentation showing ARI rating of COP			

* The request for your Social Security Number is authorized by Section 405, Title 42, of the United States Code. You must provide this information. It is used to establish your identity for tax purposes only.

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FOR OFFICE USE ONLY
File No.:
Date received:
Tax credit amount:
Tax year:

4. TAX CREDIT

Tax credit amount from yield table (maximum tax credit amount is \$900): \$

5. TECHNICIAN'S SIGNATURE

I declare that this system meets all the requirements of ORS 469.160 through 469.180. I have supplied the required consumer information and the estimated annual savings for this system to the person claiming this credit. All necessary permits have been obtained prior to system installation. To the best of my knowledge, the system meets all local building codes and requirement of the Oregon Department of Energy. The Oregon Department of Energy may require changes in the system to make it conform with ORS. 469.160 through 469.180 and OAR 330-70-010 through 330-70-097. The technician agrees to make changes required by the Oregon Department of Energy. By signing below I certify that the system described in this application is installed and that the information contained herein is accurate and true.

_____ I have provided the homeowner with an owner's manual for the system.

_____ I have provided the homeowner with the manufacturer's specification sheets documenting performance of the installed system.

_____ I have explained the basic operation and proper maintenance of the installed system to the homeowner.

_____ I have explained all warranties to the homeowner. A 24-month system warranty is required by the Oregon Department of Energy.)

Technician's name (please print): _____

Technician's signature: _____

Technician's Employer: _____ Phone: _____

Construction Contractor's Board No. _____ Date: _____

6. PASS-THROUGH OPTION

Yes - I want to transfer my tax credit to another Oregon resident (see below)

No - I want to keep the full tax credit myself

If you are an Oregon resident, the Pass-through Option will allow you transfer your tax credit to an individual with an Oregon tax liability who will make a lump-sum payment to you equal to 95% of the certified tax credit amount. To use this option, complete this application form first. Your application will be reviewed for eligibility. A Pass-through Option Application will be sent to you in return. You and your pass-through partner (the tax credit recipient) will complete and sign the Pass-through Option Application and mail it to the Oregon Department of Energy. The Department of Energy will then issue the tax credit certification to the pass-through partner. **Important: There may be tax implications for the pass-through partner. We advise you to consult with your tax preparer.**

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7. DECLARATIONS AND INSTALLATION VERIFICATION

I understand that the Oregon Department of Energy does not make any warranty concerning the performance, operation, installation or any other characteristic or feature of this appliance. The Department of Energy approval is only for purposes of obtaining the Oregon Residential Energy Tax Credit. By signing below, I (we) certify that the system(s) described in this application is (are) installed and that the information contained herein is accurate and true.

Initial each item below:

- _____ I have received an owner's manual for my system.
_____ I have received the manufacturer's specification sheets documenting performance of the installed system.
_____ The technician has explained to me basic operation and proper maintenance of the system and has provided a minimum system warranty of 24 months.
_____ I have attached a clear, itemized copy of my proof of purchase. (You may use a bid or proposal sheet that your technician has marked paid-in-full.)

The Oregon Department of Energy does not sell information from this application as a mailing list. However, we may be required to disclose the name, address and phone number from your application under the Oregon Public Records law ORS 192.410 et seq. We can withhold the address and phone number following a written request explaining personal safety concerns, such as a temporary restraining order. The Oregon Department of Energy does not endorse any company that requests the information.

8. APPLICANT'S SIGNATURE

You must sign below.

Signature of Purchaser: _____ Date _____

Signature of Joint Purchaser: _____ Date _____

If two or more persons are purchasing this system **and** file separate tax returns, give names, addresses and percentage of ownerships.

Name: _____ Address: _____ % ownership: _____

Name: _____ Address: _____ % ownership: _____

Name: _____ Address: _____ % ownership: _____

9. MAILING INSTRUCTIONS

Photocopy all documents for your records. **Attach a clear, itemized copy of proof of purchase** (paid-in-full receipt) **and a copy of the manufacturer's specification sheet showing ARI rating** to your original application and mail to: Oregon Department of Energy, 625 Marion St. NE, Salem, OR 97301-3737.

Note: The Oregon Department of Energy certifies the energy efficiency of appliances for the Oregon Residential Energy Tax Credit program. It is the applicant's responsibility to ensure compliance with all other eligibility requirements. If you have questions concerning claiming the credit on your Oregon tax return, contact the Oregon Department of Revenue at 1-800-356-4222 or 503-378-4988.

