



Premium Efficiency Wood and Pellet Stoves

Oregon Department of Energy

The Oregon Residential Energy Tax Credit (RETC) program provides a personal income tax credit for new wood and pellet stoves certified energy-efficient by the Oregon Department of Energy (ODOE). Premium Efficiency stoves burn wood, compressed wood, or other non-gaseous or non-liquid solid fuels of 100 percent organic origin for aesthetic or space-heating purpose. The tax credit is valued at up to \$1,500 or 50 percent of the cost of the stove, whichever is less.

Eligibility: Complete RETC requirements may be found in ORS 469B3.100-469B.118, ORS 316.116, and OAR 330-070.

To qualify for the Oregon Residential Energy Tax Credit, your premium efficiency wood or pellet stove must:

- Be listed on the U.S. Department Environmental Protection Agency [List of EPA Certified Wood Heaters](#) or have a certificate of performance as described in OAR 330-070-0076.
- Have less than 250,000 Btus per hour of heat output.
- Have emissions of: 3.5 grams of particulate per hour or less for non-catalytic wood stoves, or 2.5 grams or less of particulate per hour for catalytic wood or pellet stoves.
- Be installed with an approved carbon monoxide detector alarm device in compliance with the Regional Technical Forum Residential Weatherization Specifications as of August 30, 2011.
- Have a dedicated source of outside combustion air intake within five feet of the device, which may be a duct, barometric damper or grill. This ensures that the stove will have combustion air and not backdraft into the house. If you have questions about meeting this requirement, contact your stove dealer. The combustion air installation requirement can be satisfied with one of the following:
 - A duct to the outside directly connected to the stove, if available for your stove (preferred),
 - A duct to the outside which terminates at the hearth or in room where stove is located, or
 - Inserts may be able to use an existing ash cleanout to meet the outside air requirement.
- If your new premium efficiency wood or pellet stove is replacing an uncertified wood or pellet stove, the uncertified stove must be rendered unusable and permanently retired from service by providing:
 - A signed certification from the applicant verifying that the wood burning device being replaced has been rendered unusable, can no longer be used as a heating device, and will be retired permanently from service, and
 - Documentation, in the form of a disposal receipt from a metal recycler, landfill or licensed contractor, verifying that the wood burning device being replaced is an uncertified woodstove and has been rendered unusable.
- Stoves installed in manufactured homes should be listed and labeled for that purpose.

This tax credit is in addition to, but may be limited by, other tax credits and utility or efficiency program rebates or incentives. The tax credit issued applies to the tax year the equipment was purchased, as long as it operational by April 1 of the following year. Otherwise, the tax credit is provided for the year in which the device is operational. The RETC program is scheduled to sunset on December 31, 2017. To meet the program's sunset, RETC-eligible devices must be purchased by December 31, 2017 and operational by April 1, 2018. ODOE must receive applications no later than June 1, 2018.

ODOE verifies the energy efficiency of devices for the RETC program. It is the applicant's responsibility to ensure compliance with all other eligibility requirements outlined in administrative rules and statute.

Apply for Your Tax Credit:

- A. **System Installation & Verification.** Install the wood or pellet stove as required for RETC program eligibility. Look up the stove by manufacturer and model number on the U.S. EPA's List of Certified Wood Stoves (www.epa.gov/compliance/list-epa-certified-wood-stoves).
- B. **Submit a Completed Application and Verification Form for Premium Efficiency Wood and Pellet Stoves.** Include a copy of your receipt or invoice clearly showing the purchase date, name of dealer, full make and model of the stove, and the amount paid.

Submit your application promptly, as processing time can vary depending on device type. If your system is approved, you will receive a Tax Credit Certification postcard with your tax credit amount in the mail, which you will need when you file your Oregon Income Tax Return. 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.

Your Social Security Number is required to process your tax credit application and may be shared with the Oregon Department of Revenue. It is used to establish your identity for tax purposes only and is authorized by 42 U.S.C. § 405(c)(2)(C)(i) and OAR 330-070-0025(2). ODOE cannot process your application without it.

- A. **Claim the tax credit on your state income tax form.** The credit must be claimed in the tax year in which the device was purchased if the system is operational by April 1 of the following year. Otherwise, the tax credit is claimed the year the device is operational. Proof of purchase must be a contract or invoice dated in the year for which the applicant is claiming the credit. The operational date for the devices is the date when final inspection is completed by a local jurisdiction and is fully operational.
- B. **Keep your Certification postcard, a copy of your application, and proof of payment with your tax records.** Do not attach them to your tax return. If your return is audited, the Oregon Department of Revenue will request copies of the information from you. Tax credits not taken in the first year may be carried forward up to five years; for more information, consult your tax preparer or call the Oregon Department of Revenue.

Pass-through Option: The Residential Energy Tax Credit pass-through option allows an eligible applicant that purchases a qualifying device to transfer their Residential Energy Tax Credit to another individual, estate, or trust (pass-through partner) subject to Oregon personal income tax under ORS 316. 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. ODOE will then issue the tax credit certification to the pass-through partner. **The pass-through option is a one-time transfer and is final. There may be tax implications; consult with your tax preparer or call the Oregon Department of Revenue.**

Contact:

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

If you have any questions about equipment eligibility or the application process, please visit ODOE's website at www.oregon.gov/energy or call us toll-free: 1 (800) 221-8035.



Application and Verification Form for Residential Energy Tax Credit Certification

Premium Efficiency Wood and Pellet Stoves

Oregon Department of Energy

550 Capitol St. NE, 1st Floor
Salem, OR 97301
Toll-free: 1-800-221-8035
Salem: (503) 378-4040 Fax: (503) 373-7806
www.oregon.gov/energy



**All application fields required.
Incomplete applications will not be
processed & will be returned to applicant.**

1. Customer Information

Name:		Social Security No. ^A	
Email Address:			
Mailing Address:		Daytime Phone:	
City:	County:	State:	Zip:
Street address where stove will be used (if different):			
Site Address:			
City:	Oregon County:	State:	Zip:
Check if this is your: <input type="checkbox"/> Primary residence <input type="checkbox"/> Secondary (vacation) residence <input type="checkbox"/> I am the landlord			

2. Utility Information

Electric utility company:	Natural gas utility company(if any):
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3. Stove Information

Stove Type: <input type="checkbox"/> Wood <input type="checkbox"/> Pellet		
Date Purchased:	Date Placed in Service/Operational:	
Was stove installed according to the manufacturer's specifications and all applicable codes and standards? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the stove meet the RETC program's emissions requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Particulates per hour: Non-catalytic wood stoves ≤3.5 grams and Catalytic wood or pellet stoves ≤2.5 grams.</i>		
What method of dedicated outside combustion air does the stove use (required)? <input type="checkbox"/> Direct connection to stove <input type="checkbox"/> Dedicated outside air supply to hearth or room <input type="checkbox"/> Existing ash cleanout		
Is this stove replacing an existing uncertified stove? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has the existing uncertified stove rendered unusable, can no longer be used as a heating device, and will be retired permanently from service? <input type="checkbox"/> Yes <input type="checkbox"/> No, not eligible for tax credit		
Manufacturer	Model Name or Number	Stove Heat Output/Hour (Btu)

^AYour Social Security Number is required to process your tax credit application and may be shared with the Oregon Department of Revenue. It is used to establish your identity for tax purposes only as authorized by 42 U.S.C. § 405 and OAR 330-070-0025(2).

FOR OFFICE USE ONLY

File No.:

4. Tax Credit Calculation

1. Total Cost (device, materials, labor for installation)	\$ _____
2. Cost of RETC eligible device and materials ^B (not labor for installation)	\$ _____
3. 50% of the cost of the device (Line 2 * 0.5)	\$ _____
4. Tax Credit from RETC Rate Chart (www.oregon.gov/energy)	\$ _____
5. Tax Credit Amount (whichever is less Line 3, Line 4 or \$1,500)	\$ _____
6. Other Incentives ^C (utility rebates and other credits)	\$ _____

^B Eligible costs include the cost of outside combustion air ducting but not chimney stove pipe or labor for installation

^C If the sum of any rebates, cash payments, grants or tax credits and the RETC (Line 5 + Line 6) exceed the cost of the device (Line 1), ODOE will reduce the RETC amount calculated in Line 5.

5. Pass-Through Option (Homeowner Completes)

I want to keep the full tax credit myself

I want to transfer my tax credit to a person subject to Oregon personal income tax.

If your tax credit is \$1,500 or less:

- Your pass-through partner will pay you 95% of the certified tax credit amount
- Your pass-through partner will receive 100% of the tax credit to be taken in one year

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 pass-through option is a one-time transfer and is final. The Department of Energy will then issue the tax credit certification to the pass-through partner.

Important: There may be tax implications; consult with your tax preparer or call the Oregon Department of Revenue.

6. 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 the system. ODOE approval is only for purposes of obtaining the Oregon Residential Energy Tax Credit. I certify that I am the original owner of the system(s). I certify that the system(s) is not installed on a recreational vehicle or motor home. By signing below, I (we) certify that the system described in this application is installed, that I received an operating manual for the system, and the information contained herein is accurate and true.

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.

7. Signatures

Signature of Applicant: _____ Date _____

Signature of Joint Applicant: _____ Date _____

Co Applicant: (Not for Pass-through Option):

Only if two or more persons are purchasing this system **and** filing separate tax returns, give information below.

Name: _____ Address: _____ % ownership: _____

Social Security Number: _____ Applicant Signature: _____ Date: _____

8. Mailing Instructions

Before mailing, be sure your application is complete:

- Application form with your Social Security Number and signature.
- Attach a clear copy of your final sales agreement and itemized receipt.

Photocopy all documents for your records and mail the originals to:

Oregon Department of Energy
550 Capitol St. NE, 1st Floor
Salem, OR 97301

For more information contact:

Call toll-free: 1-800-221-8035 Salem: (503) 378-4040

Fax: (503) 373-7806 Email: askRETC@oregon.gov Website: www.oregon.gov/energy