

2020 Form OR-TCA

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(Rev. 11-03-20, ver. 01)

Oregon Department of Revenue



Office use only

Tax Credit Auction
Bidder Information and Agreement Form

Submit original form—do not submit photocopy.

Important! Read all instructions. You must submit your bid online first. This form must be received with your exact payment by 5 p.m. PST, December 18, 2020. Complete this form for each bid you submit. Your bid will be invalidated if this form is incomplete.

Part A—Bidder information

Bidder name, Contact name, Mailing address, Daytime phone, City, State, ZIP code, Email address, Date bid submitted, Time bid submitted, Businesses: Federal employer identification number (FEIN), Individuals: Last four digits of Social Security number (SSN)

Part B—Payment

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

Table with 3 rows: 1. Number of certificates you're bidding on, 2. Bid amount per certificate in multiples of \$1, 3. Payment due (line 1 multiplied by line 2)

Part C—Auction rules

- 1. To be considered in the auction, a bid must be submitted online between 9 a.m. PST, December 7, 2020, and 5 p.m. PST, December 11, 2020, and a completed Form OR-TCA with your payment must be received in a Department of Revenue office by 5 p.m. PST, December 18, 2020.
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.
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. If your bid is successful, your tax credit certificate will be mailed to the address listed on this form by January 8, 2021.
6. If your bid isn't successful, your payment will be returned to you at the address listed on this form by January 8, 2021.
7. If there is a tie among two or more equal bids, the tax credit certificate will be issued for the bid received first.

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, Date, Name (print or type)

Bidding instructions for Form OR-TCA

Oregon tax credit auction

Purpose of this form

Form OR-TCA is used to finalize a bid in an online tax credit auction conducted by the Oregon Department of Revenue.

Auction information

We are conducting the current auction in cooperation with the Higher Education Coordinating Commission (HECC). HECC will issue up to 28,000 tax credit certificates worth \$500 each for the highest qualifying bids. These credits are nontransferable. The credit can be claimed on a 2020 Oregon tax return, up to the tax liability of the taxpayer. Any credit that can't be used on a 2020 tax return can be carried forward for up to 3 years. **Note:** Contributions made in exchange for tax credits are not deductible on an Oregon tax return.

Bidding steps

1. Go to www.oregon.gov/dor and look for a link on our homepage or search "Tax credit auction" to participate.
2. Submit your online bid as an individual or business (including trusts) between 9 a.m. PST, December 7, 2020, and 5 p.m. PST, December 11, 2020. Keep a copy of the online confirmation for your records.
3. Complete Form OR-TCA to finalize your bid. If you placed more than one bid, complete a separate form for each bid.
4. Read the auction rules listed on the form carefully. Sign the form to acknowledge that you understand and agree to the rules.
5. Obtain payment for the full amount of the bid (certified check, cashier's check, or money order only—see "Payments" below). If you bid more than once, obtain separate payments for each bid.
6. Deliver the payment(s) and form(s) to an Oregon Department of Revenue office by 5 p.m. PST, December 18, 2020. Call ahead of time to schedule an appointment if you plan to make your payment in person.

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 December 18, 2020; and
- Send it to the mailing address as shown in these instructions 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 address is correct. Interest isn't paid on returned payments.

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

Email: taxcreditauction@oregon.gov

Mail payments to:

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

Call to schedule an appointment if you plan to hand-deliver your payment and Form OR-TCA at any of these Department of Revenue locations:

Bend

951 SW Simpson Avenue, Suite 100 — 541-388-6139

Eugene

1600 Valley River Drive, Suite 310 — 541-686-7935

Gresham

1550 NW Eastman Parkway, Suite 220 — 503-674-6272

Medford

3613 Aviation Way, Suite 102 — 541-858-6500

Portland

800 NE Oregon Street, 5th floor — 971-673-0700

Salem

955 Center Street, 1st floor Payment Center — 503-945-8050

Do you have questions or need help?

www.oregon.gov/dor
503-378-4988 or 800-356-4222
questions.dor@oregon.gov

Contact us for ADA accommodations or assistance in other languages.