



## Request for Certification of Machinery and Equipment for Property Tax Exemption

### FACILITY INFORMATION

Filing Tax Year \_\_\_\_\_

Name of company—DBA as shown on ODA license \_\_\_\_\_

Company legal owner name as shown on ODA license \_\_\_\_\_

License facility address \_\_\_\_\_  
Address City State Zip

Facility inspection point of contact \_\_\_\_\_  
Name Phone Email

### INSTRUCTIONS FOR REQUESTING CERTIFICATION OF MACHINERY AND EQUIPMENT FOR PROPERTY TAX EXEMPTION

It is recommended that you submit this request two weeks prior to the March 1 property tax filing deadline to allow adequate time to schedule and perform the certification.

This request is for new certifications.

1. Complete the required Department of Revenue (DOR) exemption request form(s), which can be found online at: <http://www.oregon.gov/DOR/forms/Pages/default.aspx>  
If you have questions about applying for exemptions, call DOR at 503-378-4988.
2. Complete this Oregon Department of Agriculture request for certification of machinery and equipment for property tax exemption. Call 503-551-1706 with questions.
3. Applications may be submitted by fax, mail, or email.
  - a. Fax the completed ODA certification request form along with the DOR exemption form(s) to: 503-986-4737.
  - b. Mail the completed ODA certification request form along with the DOR exemption form(s) to:  
Oregon Department of Agriculture  
Market Access & Certification, M&E Certification Program  
635 Capitol Street NE, Suite 100  
Salem, OR 97301-2532
  - c. Email the completed ODA certification request form along with the DOR exemption form(s) to: [gneuschwander@oda.state.or.us](mailto:gneuschwander@oda.state.or.us)
4. An ODA trade development manager will contact your firm to schedule an appointment to visit your facility to inspect the machinery & equipment.
5. After certification is completed, the ODA trade development manager will leave signed original certification(s) with your firm for you to submit to the Oregon Department of Revenue.
6. The ODA trade development manager will issue a receipt for the certification process and ODA will issue a bill for the service in the next billing cycle.