

Form TCA

Tax Credit Auction Bidder information and agreement form

Tax year _____

Important! Please read all instructions. You must submit your bid online first. **This form must be received with your payment by 5 p.m. PDT, January 24, 2014.** Complete this form for each bid you submit.

PART A—Bidder information

Bidder name (if a business, use business name)		Contact name (for businesses only)	
Mailing address		Daytime telephone number	
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

- To be considered in the auction, a bid must be submitted online between 9 a.m., January 13, 2014 and 5 p.m. PDT, January 17, 2014 **and** a completed Form TCA with your payment must be received in a Department of Revenue office by 5 p.m. PDT, January 24, 2014. Postmarks will not be considered and we can't guarantee that any mailed payments will be received by the deadline.
- 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 will **not** be accepted and your bid will not be considered.
- Once a bid is submitted, it cannot be changed or revoked.
- A bidder may submit multiple bids. A separate payment and Form TCA must be completed for each bid.
- We will issue up to 1,892 tax credit certificates (each worth \$500) to the highest qualifying bids. The credits are non-transferable. The credit can be claimed on your 2013 or 2014 tax return. Any amount that cannot be used on your 2013 or 2014 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.
- If the associated bid does not result in the issuance of a tax credit certificate, payment will be returned to the bidder at the address listed on this form.
- If there is a tie, the tax credit certificate will be issued to the bid received first. It is 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 X	Name (please print or type)	Date
----------------------------------	-----------------------------	------

Bidding Instructions for Form TCA

Oregon Tax Credit Auction

Bidding steps

1. Go to www.oregon.gov/dor/pertax/pages/credit-auction-info.aspx between 9 a.m., January 13, 2014, and 5 p.m. PDT, January 17, 2014 to submit your bid. Keep a copy of the online confirmation for your records.
2. Complete Form 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 TCA to us by 5 p.m. PDT, January 24, 2014.

Deadlines

The auction bidding and payment deadlines will be strictly enforced. Please 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 TCA to the Department of Revenue, make sure you:

- Mail it early enough to ensure it's **received** by January 24, 2014; and
- Send it to the address below to ensure it receives expedited treatment. **Remember, postmarks do not 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 will not be considered in the auction.

If your bid is not successful, we'll return your payment to the address on Form TCA (please verify that your return address is correct).

Please verify the procedures and possible fees that you may be charged to cancel your payment if it is returned to you. If you're using a money order, we recommend that you use the U.S. Postal Service because the 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

E-mail: taxcreditauction@dor.state.or.us
www.oregon.gov/dor/pertax/pages/credit-auction-info.aspx

You may hand-deliver your payment and Form 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

Newport

119 4th Street NE, #4

Pendleton

700 SE Emigrant, Suite 310

Portland

800 NE Oregon Street, 5th floor

Salem

955 Center Street, Room 135

Have questions? Need help?

General tax information www.oregon.gov/dor
Salem 503-378-4988
Toll-free from an Oregon prefix 1-800-356-4222

Asistencia en español:

En Salem o fuera de Oregon 503-378-4988
Gratis de prefijo de Oregon 1-800-356-4222

TTY (hearing or speech impaired; machine only):

Salem area or outside Oregon 503-945-8617
Toll-free from an Oregon prefix 1-800-886-7204

Americans with Disabilities Act (ADA): Call one of the help numbers above for information in alternative formats.