

2020 Form OR-TCA

Page 1 of 2, 150-101-130
(Rev. 01-15-20, 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, February 19, 2020. Complete this form for each bid you submit. Your bid will be invalidated if this form is incomplete.

Part A—Bidder information

Form section for bidder information including fields for Bidder name, Contact name, Mailing address, Daytime phone, City, State, ZIP code, Email address, Date bid submitted, Time bid submitted, FEIN, and SSN.

Part B—Payment

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

Table with 3 rows for payment calculation: 1. Number of certificates, 2. Bid amount per certificate, 3. Payment due. Includes a small table for monetary values.

Part C—Auction rules

- 7 numbered list items detailing auction rules, including submission deadlines, acceptable payment methods, and certificate issuance.

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.

Signature and date fields with an 'X' mark in the signature line.

Bidding instructions for Form OR-TCA

Oregon tax credit auction

Bidding steps

1. Go to www.oregon.gov/dor and search, "Tax credit auction," between 9 a.m., February 10, 2020, and 5 p.m. PST, February 12, 2020 to submit your bid. Keep a copy of the online confirmation for your records.
2. Complete Form OR-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 OR-TCA to us by 5 p.m. PST, February 19, 2020.

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 February 19, 2020; and
- Send it to the address below 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 return address is correct).

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

Mail payments to:

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

Email: taxcreditauction@oregon.gov
www.oregon.gov/dor and search, "Tax credit auction."

You may hand-deliver your payment and Form OR-TCA to any of these Department of Revenue locations:

Bend

951 SW Simpson Avenue, Suite 100

Eugene

1600 Valley River Drive, Suite 310

Gresham

1550 NW Eastman Parkway, Suite 220

Medford

3613 Aviation Way, Suite 102

Portland

800 NE Oregon Street, 5th floor

Salem

955 Center Street, Room 135

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.