

2020 Form OR-TCA

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(Rev. 12-04-20, 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

Form fields for bidder information including 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), and 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 for payment calculation: 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

- 7 rules regarding auction procedures, including submission deadlines, acceptable payment methods, and tie-breaking rules.

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 and Date fields.

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](http://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. Submit the payment(s) and form(s) so that they will be received no later than 5 p.m. PST on December 18, 2020. Postmarks do not count.

### Deadlines

The auction bidding and payment deadlines will be strictly enforced. Take care to ensure that both the bidding and payment deadlines are met. **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](mailto:taxcreditauction@oregon.gov)

#### Mail payments to:

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

**Note:** All of our offices are located in areas designated by the governor to be at "Extreme Risk" for spreading COVID-19 and are closed to the general public. In-person payment appointments are allowed only at our main office in Salem, but timely appointments may not be available due to social distancing restrictions.

#### Salem Payment Center

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

### Do you have questions or need help?

[www.oregon.gov/dor](http://www.oregon.gov/dor)  
503-378-4988 or 800-356-4222  
[questions.dor@oregon.gov](mailto:questions.dor@oregon.gov)

Contact us for ADA accommodations or assistance in other languages.