

**Oregon Department of Energy  
Energy Incentive Program  
Pass-through Program – Attachment**



Application/Informational Filing #
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1. <u>Pass-through Information</u>		
Has a Pass-through partner been identified?	Yes	No
<ul style="list-style-type: none"> <li>Complete sections 2 – 4, and 6 (complete section 5 only if using a third party financial intermediary to secure pass-through partner)</li> </ul>		
If No, does the project owner want assistance from ODOE in locating a pass-through partner?	Yes	No
<ul style="list-style-type: none"> <li>If no assistance from ODOE is elected and a broker or CPA representing the project owner calls with any questions, the pass-through fee with ODOE assistance will be assessed.</li> </ul>		

Project Owner Initials \_\_\_\_\_

2. <u>CPA/Financial Planner/Broker Utilization</u>					
If the project owner is working through a broker, please provide contract information for this party.					
Name					
Address					
City		State		Zip	
Phone		Email			
	Project owner will be using a broker				

<b>3. Pass-through Fee</b>	
	I <u>DO NOT</u> request ODOE assistance in locating a pass-through partner (use box 1)
If no assistance from ODOE is elected and a broker or CPA representing the project owner calls with any questions, the pass-through fee with ODOE assistance will be assessed.	
	I <u>REQUEST</u> ODOE assistance (use box 2)
	This is a <u>Small Premium Project</u> (use box 3)
Number of pass-through partners / certificates requested	
<b><u>BOX 1</u></b>	
Pass-through fee <b><u>without</u></b> ODOE assistance = \$200 per tax certificate issued.	
Total pass-through partners x \$200 =	
<ul style="list-style-type: none"> <li>• <i>Example: \$100,000 tax credit, 1 pass-through partner, project owner pays \$200</i></li> </ul>	
<b><u>BOX 2</u></b>	
Pass-through fee <b><u>with</u></b> ODOE assistance = 1.25% of tax credit amount plus an additional \$200 per tax certificate issued.	
Total tax credit amount	x 0.0125 (+\$200/certificate) =
<ul style="list-style-type: none"> <li>• <i>Example: \$100,000 tax credit, 1 pass-through partner, project owner pays \$1,450</i></li> </ul>	
<b><u>BOX 3</u></b>	
Small premium projects for pass-through = \$200 + \$100 per each additional certificate issued. The additional fee of \$100 per certificate does not apply to the first certificate.	
	Fee
<ul style="list-style-type: none"> <li>• <i>Examples:      2 pass-through partners = \$300;</i></li> <li>                      1 pass-through partner = \$200.</li> </ul>	

#### 4. Tax Credit Recipient Statement

Photocopy this page for each tax credit recipient identified. Note that associated pass-through fees will be assessed for each certificate issued.

1. I understand that the Oregon Administrative Rules authorize ODOE to use my federal tax identification or social security number as an identification number in maintaining internal records and may be shared with the Oregon Department of Revenue to establish the identity of an individual in order to administer state tax law.
2. I understand that the tax credit recipient must comply with Oregon Department of Revenue requirements to document that the credit has been appropriately assigned, allocated or transferred, and claimed, and that compliance is subject to audit.
3. I understand that this tax credit application is a public record and that ODOE may be required by law to disclose information in this tax credit application to the public on request. I have marked any information that I request be kept confidential. I understand that marking information does not guarantee that it will be kept confidential and that the Director of ODOE will make any decisions regarding public disclosure of information contained in this application in accordance with Oregon Public Records Law.
4. I understand that ODOE does not endorse any company that requests information on this application and does not sell information as a mailing list.
5. The undersigned Tax Credit Recipient hereby releases the State of Oregon and its commissions, agencies, officers, employees, contractors, and agents, and agrees to defend and indemnify the foregoing from and against any claims, demands, or costs (including attorney and expert witness fees at trial and on appeal) arising from or in any way related to claims made by the Tax Credit Recipient or any parent or subsidiary of the Tax Credit Recipient and which are related in any way to ODOE's issuance or failure to issue any pre-certification or final certification to an applicant for an Energy Incentives Program tax credit, or the inability to obtain an Energy Incentives Program tax credit. This release and indemnification does not affect the right of the undersigned to claim an Energy Incentives Program tax credit on an Oregon tax return under a final certification issued by ODOE and in accordance with applicable law.
6. I verify that the tax credit recipient does not restrict membership, sales, or services on the basis of race, color, creed, religion, national origin, sexual preference, or gender.
7. I have completed this form to the best of my knowledge.

#### TAX CREDIT RECEIPT INFORMATION

Name					
Federal Tax ID or SSN		Tax credit share	%		
Tax year is	Calendar Year	Tax year ending			
Mailing address					
City		State		Zip	
Phone			Email		
<p>By signing this statement, I certify that I am the above named project owner, or an owner, partner, member or shareholder of the above named project owner*. I have read and agree with the terms and conditions of the Tax Credit Recipient Statement above and have not altered it in any way. I certify that I am an individual or a corporation that has an Oregon tax liability (a Pass-through tax credit may <b>not</b> be issued to a partnership, an LLC, or an LLP filing taxes as a partnership).</p>					

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\* Tax credits not issued to the project owner, owners, partners, members, or shareholders of the project must use the pass-through option to obtain a tax credit. Information will be shared with Oregon Department of Revenue to administer state tax law. Contact ODOE for more information.

<b>5. Notice of Intent - Third Party Financial Intermediary</b>			
<b>Project Owner Information</b>			
Company Name			
Project Owner			
Application #			
<b>Third Party Financial Intermediary / Broker Information</b>			
Company Name			
Company Contact			
Phone		Email	
<b>Project Owner Statement</b>			
IMPORTANT – Read statements below, if you agree, sign and date.			
<ol style="list-style-type: none"> <li>1. I will be working solely with the third party financial intermediary company listed above to secure a pass-through partner for my energy incentive program project at ODOE.</li> <li>2. I understand that ODOE will not be seeking a pass-through partner for my project (this service is offered with a fee, but cannot be offered when a business owner is working with a third party intermediary).</li> <li>3. ODOE cannot guarantee a pass-through partner for any completed projects.</li> <li>4. I understand that when my project is complete and the completed final application has been submitted and approved by ODOE, ODOE will be promptly notified by the third party financial intermediary when a pass-through partner has been secured so that ODOE may issue a tax credit.</li> <li>5. I understand that the fee for the pass-through is non-refundable.</li> </ol>			

Signature (project owner): \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**6. Pass-through Fee**

1. Payment must be received with the application to transfer the credit.
2. Application will be incomplete if this payment is not submitted with application.
3. Payment is considered "Received" when a signed check is included or credit card information is filled in and signed by the cardholder.
4. If payment is unable to be processed or is declined, the application will be considered incomplete.

**Pass-through Fee =**

*Insert pass-through fee calculated from section 3*

**Payment Method**

Mail completed application and application fee to:

Oregon Department of Energy  
EIP Small Premium Projects  
550 Capitol Street NE, 1<sup>st</sup> Floor  
Salem, OR 97301

**CHECK:** Please make check payable to Oregon Department of Energy (indicate the EIP application number on the check).

**CREDIT CARD PAYMENTS:** To pay by credit card please use the link below to access the department's e-payment portal:

<https://appengine.egov.com/apps/or/ENERGY/onlinepaymentservice>