



Premium Efficiency Ductless Heat Pumps

Oregon Department of Energy

The Oregon Residential Energy Tax Credit Program provides a tax credit for installation of ductless heat pumps, sometimes called “mini-split” heat pumps, certified energy efficient by the Oregon Department of Energy.

The eligibility requirements for Premium Efficiency ductless heat pumps are:

- Variable speed compressor (“inverter technology”)
- No built-in resistance heat
- Listing in the Air Conditioning Heating and Refrigeration Institute (AHRI) database
- Installed by a technician who has received factory-sponsored training within the past five years. They must follow manufacturer’s start-up and commissioning procedures as described in the manufacturer’s installation manual.
- A list of eligible ductless heat pumps by manufacturer and model are updated as new models are released and added to the (www.ahridirectory.org/ahriDirectory/pages/home.aspx)

Don't wait to apply for the tax credit as processing may take several weeks. You will receive certification that you will need when you file your Oregon tax return.

Take the following steps to receive your tax credit:

1. **Verify that the ductless heat pump system is eligible for a tax credit** and that the technician installing your system has received factory-sponsored training within the past 5 years.
2. **Be sure the installing technician has completed Sections 2 and 3 of the *Application and Verification form*.** The technician must follow manufacturer’s start-up and commissioning procedures and provide a copy of the start-up procedures from the manufacturer’s installation manual. This copy must be dated and signed by the technician and included with this application. Be sure your paid receipt clearly shows the date, name of the installing company, the make and model numbers of the system(s), your equipment cost and the total amount paid.
3. **Submit a completed *Application and Verification Form for Tax Credit Certification - Premium Efficiency Ductless Heat Pumps*.** Mail your application with a copy of your receipt to the Oregon Department of Energy at the address listed on the back of the application. If you qualify for the tax credit, the Oregon Department of Energy will approve your application and send you a certification postcard card specifying the qualifying tax credit amount.
4. **Claim the tax credit on your state income tax form.** Keep your certification postcard, a copy of your application, and proof of payment with your tax records. **Do not attach them to your tax return.** Upon audit or examination, the information shall be made available to the Oregon Department of Revenue to verify any credit claimed. Tax credits not taken in the first tax year may be carried forward for up to five years.

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Eligibility for the Oregon Residential Energy Tax Credit

To qualify for the Oregon Residential Energy Tax Credit, you must be an Oregon resident and the equipment must be located in an Oregon dwelling that is your primary or secondary (vacation) residence.

The tax credit issued normally applies to the tax year the equipment was purchased or placed in service, as long as you place it in service by April 1 of the following year and the Oregon Department of Energy has received your completed application by that date.

The Oregon Department of Energy certifies the energy efficiency of systems and equipment for the Oregon Residential Energy Tax Credit program. It is the applicant's responsibility to ensure compliance with all other eligibility requirements. If you have questions concerning claiming the credit on your Oregon tax return, contact the Oregon Department of Revenue at 1-800-356-4222 or (503) 378-4988.

Note: Your Social Security Number is required to process your tax credit application. It is used to establish your identity for tax purposes only and is authorized by Section 405, Title 42 of the United States Code. We cannot process your application without your Social Security Number.

Pass-through Option

If you are a full-time Oregon resident and do not have an Oregon income tax liability, you may choose to transfer your tax credit to another full-time Oregon resident or Oregon business that does have tax liability. The Pass-through Option will allow you to transfer your tax credit to an individual or business with an Oregon tax liability who will make a lump-sum payment to you based on a percentage of the certified tax credit amount. To use this option, complete this application form first. Your application will be reviewed for eligibility. A Pass-through Option Application will be sent to you in return. You and your pass-through partner (the tax credit recipient) will complete and sign the Pass-through Option Application and mail it to the Oregon Department of Energy. You are responsible for finding your own pass-through partner. The Oregon Department of Energy will then issue the tax credit certification to the pass-through partner. **The pass-through option is a one-time transfer and is final. There may be tax implications. We advise you to consult with your tax preparer or call the Oregon Department of Revenue.**

If you have questions concerning claiming the tax credit on your Oregon tax return, contact the Oregon Department of Revenue at 1-800-356-4222 or (503) 378-4988.

If you have any questions about equipment eligibility and application process, please see the Oregon Department of Energy Web site: www.oregon.gov/energy or call us toll-free: 1-800-221-8035. In Salem, please call (503) 378-4040.





Application and Verification Form
For Residential Energy Tax Credit

Premium Efficiency Ductless Heat Pumps

Oregon Department of Energy

625 Marion St. NE
Salem, OR 97301-3737
Toll-free: 1-800-221-8035
Salem: (503) 378-4040 Fax (503) 373-7806
Web site: www.oregon.gov/energy



All incomplete applications will be returned to applicant and will not be processed

1. Customer Information *Required to process**

Name:		*Social Security No. ^A :	
Mailing address:		Daytime phone:	
City:	Oregon County:	State:	Zip:
Street address where system(s) installed (if different):			
City:	Oregon County:	State:	Zip:
If different than mailing address, please explain:			
Check if this is your: <input type="checkbox"/> Primary residence <input type="checkbox"/> Secondary (vacation) residence <input type="checkbox"/> I am the renter of this property <i>(Landlords and builders do not use this form)</i>			

2. Utility & House Information *Installing Technician should complete this section**

Installation type: <input type="checkbox"/> New home <input type="checkbox"/> Existing home (main heating system) <input type="checkbox"/> Room addition/basement/attic	
Total house heated floor area: _____ sq. ft. Percent area served by ductless system(s) _____ %	
Other heating systems in house: <input type="checkbox"/> Electric resistance <input type="checkbox"/> Gas/oil furnace <input type="checkbox"/> Wood/pellet stove	
Electric utility company:	Natural gas utility (if any):

3. System Information *Installing Technician should complete this section.**

Manufacturer _____	Outside model # _____
*AHRI Reference # ^B _____	Inside model # 1 _____
Date of Installation _____	Inside model # 2 _____
Rated heat output: _____ BTU/hour	Inside model # 3 _____
^C Low Heating 17° Btu/hour: _____ High Heating 47° Btu/hour: _____	
Total: 17° Btu/hour ÷ by 47° Btu/hour : _____ (must be higher than 50%)	
Customer equipment net cost \$	Total cost (including equipment) \$
Tax credit calculation: Total BTU/hour divided by 6,000 X \$50 = \$ _____ (max. \$400 ^D)	
<input type="checkbox"/> As the installing technician, I have completed manufacturer-sponsored installation training within the past 5 years and followed manufacturer's start-up/commissioning procedures.	
Technician:	Signature: _____ Company: _____

^A The request is authorized by Section 405, Title 42, of the United States Code. It is used to establish your identity for tax purposes only. We cannot process your application without it.
^B From your HVAC installer or www.AHRIDirectory.org.
^C If you have more than one system, calculation must be done for each system with an AHRI Number
^D Maximum tax credit may not exceed the lesser of 25% of the customer equipment net cost of \$400 for all ductless systems installed at the address.

FOR OFFICE USE ONLY

File No.:
Date Received:
Tax Credit Amount:
Tax Year:

4. Pass-Through Option (Homeowner completes)

- I want to keep the full tax credit myself
 I want to transfer my tax credit to Oregon resident Oregon business

- If your tax credit is \$1,500 or less:
 - Your pass-through partner will pay you 95% of the certified tax credit amount
 - Your pass-through partner will receive 100% of the tax credit to be taken in one year
- If your tax credit is more than \$1,500:
 - And your pass-through partner is a full-time Oregon resident, the partner will pay you 86% of the certified tax credit amount
 - And your pass-through partner is an Oregon business, the partner will pay you 80% of the certified tax credit amount
 - Your pass-through partner will receive 100% of the tax credit with a maximum amount of \$1,500 filed per year

To use this Pass-through Option, complete this application form first. Your application will be reviewed for eligibility. A Pass-through Option Application will be sent to you in return. **You are responsible for finding your own pass-through partner** (either a full-time Oregon resident or a business with Oregon state tax liability). You and your pass-through partner (the tax credit recipient) will complete and sign the Pass-through Option Application and mail it to the Oregon Department of Energy. **The pass-through option is a one-time transfer and is final.** The Department of Energy will then issue the tax credit certification to the pass-through partner. **Important: There may be tax implications for the pass through partner. We advise you to consult with your tax preparer.**

5. Declarations and Installation Verification

I understand that the Oregon Department of Energy does not make any warranty concerning the performance, operation, installation or any other characteristic or feature of ductless heat pump system(s). Energy Department approval is only for purposes of obtaining the Oregon Residential Energy Tax Credit. I certify that I am the original owner of the system(s). I certify that the system(s) are not installed in a recreational vehicle or motor home. By signing below, I (we) certify that the ductless heat pump described in this application is installed and that the information contained herein is accurate and true.

The Oregon Department of Energy does not sell information from this application as a mailing list. However, we may be required to disclose the name, address and phone number from your application under the Oregon Public Records law ORS 192.410 et seq. We can withhold your address and phone number following a written request explaining personal safety concerns, such as a temporary restraining order. The Oregon Department of Energy does not endorse any company that requests the information.

6. Application Signatures

You must sign below.

Signature of Applicant: _____ Date _____

Signature of Joint Applicant: _____ Date _____

Co Applicant:

Only if two or more persons are purchasing this system **and** filing separate tax returns, give information below.

Name: _____ Address: _____ % ownership: _____

Social Security Number: _____ Applicant Signature: _____ Date: _____

7. Mailing Instructions

Before mailing, be sure your application is complete. It should include:

- Application form with your Social Security Number and signature
- Copy of itemized final receipt with full model numbers, AHRI number and your equipment-only cost.

Photocopy all documents for your records and mail to the address below.

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