

## Purpose of this form

Use Form OR-TCC to request that the Oregon Department of Revenue (the department) check its records and tell the person or entity you designate whether you or your business are in compliance with Oregon's tax laws.

## Part 1 —To be completed by applicant

**Type of compliance check requested.** The entity that is requiring you to obtain a certificate of tax compliance determines the type of compliance check you need. Select **ONLY ONE** of the options listed:

- **Business only** – The department will check tax compliance for the business only, not for any of the business' owners or officers.
- **Individual only** – The department will check tax compliance for the individual only, not for any business associated with the individual. Select this option if you are an employee requesting a certificate of tax compliance for employment purposes.
- **Both individual and business** – The department will check tax compliance for both the individual and the business listed on the form. If you have a Schedule C business, select this option.

**Preferred response method.** Select how you would like to receive your response from the department. Email will result in a quicker response.

**Applicant information.** The entire applicant section must be completed for every request, including the applicant's name, Social Security number (SSN) or individual taxpayer identification number (ITIN), and mailing address. **Note: An SSN or ITIN is required on all tax compliance certification requests, including business-only requests.**

**Business information.** If you're requesting a compliance check for a business, complete both the applicant section and the business section of the form. **Note: If the request is for a business check, the applicant must be an owner or officer of the business or an individual with a power of attorney for representation before the department.** Include your Oregon business identification number (BIN) if your business has employees.

- **Registration.** Business owners or officers registered with the Oregon Secretary of State's office are not automatically registered with the department. To register current owners or officers with the department, complete a Business Change in Status form (150-211-156) and submit it along with the completed Form OR-TCC. You can download the form from our website, [www.oregon.gov/dor](http://www.oregon.gov/dor), or contact us to order it.

- **Business with multiple owners.** If a compliance check is required for a business with multiple owners, only one owner needs to request a business check. The remaining owners only need to request individual compliance checks.

**Type of compliance check requested.** Mark the box that corresponds with the business' entity type **for tax purposes**.

- **Note for LLCs:** An LLC is not a tax entity type, so it is not available as a choice. Mark the box that matches the way that the LLC is organized for tax purposes. For example, if the entity is an LLC organized as a partnership, mark the "Partnership" box.

If your tax entity type is not a sole proprietorship, partnership, S corporation, or C corporation, mark the "Other" box and enter the tax entity type in the space provided. Examples of "other" tax entity types are trusts, estates, non-profit organizations, and government entities.

## Part 2 —Authorization

In this section, you're giving the department the authority to share your tax information with another government agency or entity. In both of the spaces provided, enter the full name of the agency that you're authorizing the department to discuss your information with, such as "Bureau of Labor and Industries" or "Oregon Liquor and Cannabis Commission." Enter the date, if any, when you want the authorization to end.

**Signature and date.** If an individual applicant is requesting a tax compliance check, the form must be signed and dated by the applicant or by a person to whom the applicant has given a power of attorney for representation before the department. A business compliance check must be signed by an owner or officer of the business or by a person with a power of attorney to represent the business before the department.

To give someone a power of attorney for representation before the department, complete a *Tax Information Authorization and Power of Attorney for Representation* form (150-800-005) and submit it with this application. You can download the form from our website or contact us to order it.

## Additional resources

Download Oregon tax forms and instructions at [www.oregon.gov/dor/forms](http://www.oregon.gov/dor/forms) or contact us to order them.

## Do you have questions or need help?

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

Contact us for ADA accommodations or assistance in other languages.