

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency University of Houston	
Address (Street & number, P.O. Box or Route number) Tax Department, 5000 Gulf Fwy, Rm 109	Phone (Area code and number) (713) 743-8710
City, State, ZIP code Houston, TX 77204-0907	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____



Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

As an agent of the State of Texas, the University is exempt from Sales and Use Tax in accordance with Tex. Code Ann. Sec. 151.309(4) et. al. The UH Main Campus' Texas Sales and Use Tax Permit Number is 32015424354, and its TIN Number for the State is 37307307308.

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here 	Purchaser 	Title Asst VP of Fin / Controller	Date January 25, 2017
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
 Do not send the completed certificate to the Comptroller of Public Accounts.**



COMPTROLLER OF PUBLIC ACCOUNTS

P.O. BOX 13528
AUSTIN, TX 78711-8528

July 15, 2003

Mr. Keith Gernold
University of Houston
Tax Director
4800 Calhoun Road
Houston, Texas 77204

Dear Mr. Gernold:

Our records show the *University of Houston* is an exempt educational organization. It qualifies for exemption from Texas sales and use tax and the state portion of the hotel occupancy tax.

The school may issue a valid sales tax exemption certificate in lieu of paying state and local sales tax on taxable items if they relate to the purpose of the educational institution [the items can not be used for the personal benefit of a private member or individual.]

Employees traveling on behalf of the school may issue a hotel occupancy tax exemption certificate instead of paying the state portion of the hotel occupancy tax. The method of payment will not affect the exemption. Non-employees and/or student groups traveling in association with the school may also issue a hotel exemption certificate instead of paying the state portion of the hotel occupancy tax, as long as the hotel is paid by way of institutional funds. In other words by check, credit card, direct billing to the school, etc.

The enclosed certificates, forms 01-339 and 12-302, do not require a number to be valid, and you may reproduce them in any quantity. You may also download additional copies of these forms online at <http://window.state.tx.us/taxinfo/taxforms/01-3392.pdf>, or <http://window.state.tx.us/taxinfo/taxforms/12-302.pdf>. You can also call Tax Assistance at 1-800-252-1385.

If you have questions regarding sales of taxable items or services and feel it may be necessary to hold a sales tax permit, contact Tax Assistance at the above number.

For questions about the organization's exempt status, you may e-mail me at tax.help@cpa.state.tx.us or call me toll free at 1-800-531-5441, extension 5-0252.

Sincerely,

Peter Kevin Hudson
Exempt Organizations Section