

# 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 System	
Address (Street & number, P.O. Box or Route number) Tax Department, 5000 Gulf Fwy Bldg 2 Rm 218	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, all components of the University are exempt from  
Texas Sales and Use Tax in accordance with Tex. Code Ann. Sec. 151.309(4) et. al.

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 Controller	Date February 7, 2011
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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.

Federal Identification Number: 74-6001399

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 18528  
AUSTIN, TX 78711-3528

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](mailto:tax.help@cpa.state.tx.us) or call me toll free at 1-800-531-5441, extension 5-0252.

Sincerely,

A handwritten signature in black ink that reads "Peter Kevin Hudson".

Peter Kevin Hudson  
Exempt Organizations Section