



## TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE

**NOTE. This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed.** Certificate should be furnished to the hotel or motel DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid.

Check exemption claimed:

- State of Texas officials, judicial officers, agency heads, state board or commission members, state legislators or designated state employees who present a Hotel Tax Exemption Photo Identification Card or a Hotel Tax Exemption Card with another state issued photo [D., or diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the United States Department of State (*state, city and county exemption*).
- Religious, charitable or educational organization or employee (*state tax exemption only*).

Name of exempt organization	Organization exempt status ( <i>Religious, charitable, educational, governmental</i> )
Address of exempt organization ( <i>Street and number, city, state, ZIP code</i> )	

**GUEST CERTIFICATION:** I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

<b>sign here</b> Guest name (Please print)	<b>Date</b>
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**FOR HOTE/MOTEL USE ONLY (OPTIONAL)**

Name of hotel/motel			
Address of hotel/motel (Street and number, city, state, ZIP code)			
Method of payment ( <i>Cash, personal check or credit card, organization check or credit card, direct billing, other</i> )			
Room rate	Local tax	Exempt state tax	Amount paid by guest