

# 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. Refer to hotel rule 3.161 for exemptions.**

Check exemption claimed:

- United States government or Texas government official (state, city, and county tax exemption).** Includes US government agencies and its employees traveling on official business, State of Texas officials who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the United States Department of State.
- Religious, charitable, or educational organization or employee (state tax exemption only).** Educational organizations include school districts, private or public elementary and secondary schools, and institutions of higher education as defined in Section 61.003, Texas Education Code, of this state, other states and countries. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim an exemption.

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.

 Guest name <i>(Please print)</i>	Date
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**FOR HOTEL/MOTEL USE ONLY (OPTIONAL)**

Name of hotel/motel				
Address of hotel/motel <i>(Street and number, city, state, ZIP code)</i>				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment