

# TEXAS HOTEL OCCUPANCE TAX EXEMPTION CERTIFICATE

Comptroller  
of Public  
Accounts  
Form

**12-302**  
**(Rev. 9-96/9)**



## CAROLE KEETON STRAYHORN • TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

**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 sec. 3.161 for exemptions.*

Check exemption claimed:

- United States government or Texas government official (state, city, and county tax exemption).** Includes US government agencies, 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. **United States government employee (state tax exemption).** Includes US government employees traveling on official business representing the federal government. Hotels should check with the local taxing authorities to determine federal employees are tax exempt from city or county taxes.
- Religious, charitable, or educational organization or employee (state tax exemption only).** Educational organizations include state and private universities, junior colleges, community colleges, independent school districts, and public and private elementary and secondary schools of this state and other states. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim an exemption.
- Other. Organization exempt by law other than Chapter 156, Tax Code.** Specify reason for exempt status below. Supporting Documentation Required.

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 is true and correct.

<b>sign here</b> 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



## Comptroller of Public Accounts      State of Texas

Hotels may require verification before accepting a hotel occupancy tax exemption certificate. An organization may qualify for hotel occupancy tax exemption even when it does not have a Comptroller's letter of hotel tax exemption or cannot be found on the Comptroller's list of exempt organizations. Some examples include churches, public schools, and community colleges. You may need to pay the tax until verification of hotel tax exemption can be obtained from the Comptroller's office. You can apply to the hotel for a refund or credit.

To receive verification or to apply for exemption, please contact a hotel tax specialist toll free at 1-800-252-1385 or in Austin at 512/463-4600. From a Telecommunications Device for the Deaf (TDD), call 1-800-248-4099 or in Austin 512/463-4621.

You may also visit us online at <http://www.window.state.tx.us/taxinfo/exempt/>. Receive tax help via e-mail at [exempt.orgs@cpa.state.tx.us](mailto:exempt.orgs@cpa.state.tx.us).

### ORGANIZATIONS EXEMPTED FROM TEXAS HOTEL TAX

Taxpayer #	Organization Name	City	State	Exempt From	Exempt Reason
17460014305	SAM HOUSTON STATE UNIVERSITY	HUNTSVILLE	TX	STATE	EDUCATIONAL

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