

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 exempt from state, city, and county taxes.** Includes US government agencies and its employees traveling on official business, Texas state officials or employees 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 US Department of State.
- ☒ **Religious, charitable, or educational organization or employee exempt from state tax only.** Educational organizations include school districts, private or public elementary and secondary schools, and Texas institutions of higher education as defined in Section 61.003, Texas Education Code. Beginning October 1, 2003, non-Texas institutions of higher education (public and private universities, junior colleges, community colleges) must pay the state hotel occupancy tax. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim the 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 Kairos of Texas	Organization exempt status (Religious, charitable, educational, governmental) Religious
Address of exempt organization (Street and number, city, state, ZIP code) P.O. Box 10252, College Station, TX 77842-0252	

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 (Please print)

sign
here

Date

FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

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

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To review or correct your state tax-related information, contact the Texas State Comptroller's office.

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.

A list of charitable, educational, religious and other organizations that are exempt from state and/or local hotel tax is online at http://window.state.tx.us/taxinfo/exempt/exempt_search.html. Other information about Texas tax exemptions, including applications, is online at <http://window.state.tx.us/taxinfo/exempt/index.html>.

You can also send an e-mail to exempt.orgs@cpa.state.tx.us or call (800) 252-1385.

S U S A N
C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

WWW.WINDOW.STATE.TX.US



March 27, 2012

Kairos of Texas
C/O Mr. Bill Salser
PO Box 10252
College Station, TX 77842-0252

Our records have been updated with the exemption. Vendors that require verification of the exemption may use our search located online at: window.state.tx.us/taxinfo/exempt/exempt_search.html.

Effective April 30, 1993, Kairos Prison Ministry International, Inc. has been granted exempt status from Texas franchise tax, sales and use tax and the state portion of hotel occupancy tax as a religious organization. This date represents the date the corporation filed their certificate of authority to do business in our state.

We have assigned Texas taxpayer number 30116689156 to the organization. Please reference this number in correspondence with us.

The sales tax exemption extends to goods and services purchased for use by your organization. The exemption does not apply if the purchase is for the personal benefit of an individual, or is not related to the organization's exempt purpose. For more information, please see our publication # 96-122, *Exempt Organizations – Sales and Purchases*.

The sales tax exemption certificate (form 01-339/Back) can be issued instead of paying tax when buying taxable items necessary to the exempt purpose of the organization. The exemption certificate does not need a taxpayer identification number to be valid, but you may provide your taxpayer number if the seller requests it.

The religious exemption allows employees traveling on official business for the organization to issue a valid hotel exemption certificate (form 12-302) in lieu of paying the state portion of the hotel occupancy tax. The hotel may require a copy of your exemption letter or other verification, such as a printout from the Comptroller's list of exempt entities (online search), showing the organization is exempt from hotel tax. This information allows the hotel to accept the exemption certificate in good faith.

The exemption certificates and publications are available from our website at <http://window.state.tx.us/taxinfo/exempt/index.html>

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Exempt Organizations
Texas Comptroller of Public Accounts
PO Box 13528
Austin, TX 78711
800-531-5441