

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:

- Federal or Texas government agency or agency employee or diplomatic personnel (*state, city and county tax exemption*)
- Religious, charitable or educational organization or employee (*state tax exemption only*)

Name of exemption organization WINDHAM SCHOOL DISTRICT	Organization exempt status (Religious, charitable, educational, governmental) EDUCATIONAL
Address of exempt organization (<i>Street and number, city, state, Zip code</i>) P.O. BOX 40, HWY 75N @ FM 2821, HUNTSVILLE, TX 77340	

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 sign here ➤	Date		
FOR HOTEL/MOTEL USE ONLY (OPTIONAL)			
Name of Hotel/motel			
Address of hotel/motel (<i>Street and number, city, state, Zip code</i>)			
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

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