

UNIVERSITY OF MINNESOTA

Twin Cities Campus

University Tax Management Office

2221 University Ave SE
Suite 100, Campus Code 2715
Minneapolis, MN 55414

Office: 612-624-1053

Fax: 612-626-1886

Web: <http://tax.umn.edu>

Email: TaxHelp@umn.edu

Attn: University of Minnesota Departments

Re: Exempt purchases in Texas

Please read the following instructions and explanations **carefully**:

In order to claim an exemption in Texas, a **completed** Texas Sales and Use Tax Exemption Certificate, as attached, must be presented to the sellers. Please fill in the Seller's Information and a Description of Purchase to fully complete the form. Also, it is important that you read and understand the "Exemption Certificate Instructions" section on the exemption certificate.

In addition, payment for the item or service **must be** made using the University Procurement Card (PCard) or a University check. If payment is made using a personal credit card or check, you will have to pay sales tax on the item, even if later you will be reimbursed by the University.

Texas **excludes** the **hotel occupancy tax** from our exempt status. Therefore, the University must pay tax on lodging.

If you have any questions or concerns regarding Texas sales tax exemptions, please feel free to reach us at 612-624-1053 or email at TaxHelp@umn.edu.

Sincerely,

The University Tax Management Office

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

UMN Departments: Please fill in the vendor information to fully complete this form.

Name of purchaser, firm or agency Regents of the University of Minnesota	
Address (Street & number, P.O. Box or Route number) C/O University Tax Management Office, 2221 University Ave, SE, Ste 100	Phone (Area code and number) 612-624-1053
City, State, ZIP code Minneapolis, MN 55414	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____


Description of items to be purchased or on the attached order or invoice:

This exemption does not extend to hotel occupancy tax.

Purchaser claims this exemption for the following reason:
Exempt Organization - Taxpayer number 32002730565

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here ▶	Purchaser 	Title Kelly D. Farmer, Tax Director	Date 6/10/2013

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.**