Instructions for Use Sales Tax Exemption Documents

Print out the **Texas Sales and Use Tax Exemption Certification**

Fill in the information for the Seller (name, street address, city, ZIP code),
Description of items

Read the certification statements and sign as Purchasers. In Title write your HPJC title If you are certifying sales tax exemption for an organization for which HPJC holds funds, write your organizational title, your group or organization name and the words “with fiscal sponsor HPJC.”

For Example: Transition Houston, Member
with Fiscal Sponsor HPJC

Enter the date.

If the vendor or seller requests more information, you may furnish a copy of the IRS letter shown on the third page.
Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency

Houston Peace and Justice Center

Address (Street & number, P.O. Box or Route number)  Phone (Area code and number)

PO Box 66234  713 900-4752

City, State, ZIP code

Houston, TX 77266

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:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Purchaser claims this exemption for the following reason:

Items are for non-profit organization sponsored use.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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.

Purchaser  Title  Date

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.
Dear Applicant:

Our letter dated May 1, 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,

Lois J. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DC/CG)