



State of Texas

The attached Texas Sales and Use Tax Exemption Certificate can be used to claim exemption from sales taxes on items or services purchased by IEEE. The certificate must be completed, signed, dated and given to the vendor at the time of purchase. If sales taxes have been paid to a vendor, a request for refund of the sales taxes should be made to the vendor that charged the tax by providing a completed exemption certificate.

Please note that this exemption certificate cannot be used for the Hotel Occupancy tax charged for lodging and the rental of meeting and banquet rooms located in a building that has sleeping accommodations. **IEEE does not qualify for exemption from the Hotel Occupancy Tax.**

Where indicated, enter the seller's (vendor's) name, address, and a description of items to be purchased for IEEE use. The form must be signed by an authorized IEEE person. For an IEEE Conference or an IEEE Section/Region/Society/Chapter, this can be an officer of the conference or geographic unit. For IEEE staff, this can be a person with the appropriate expenditure authorization approval for the purchase.

Purchases must be paid for with an IEEE Purchase Card or a check from IEEE, or IEEE Conference, Section, or other IEEE organizational unit bank account. Tax exempt purchases cannot be paid for with cash, personal checks, or personal credit cards.

If you have any questions, please send an email to: tax-compliance@ieee.org

