



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

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INCORPORATED (IEEE)	
Address (Street & number, P.O. Box or Route number) 445 HOES LANE	Phone (Area code and number) 732-981-0060
City, State, ZIP code PISCATAWAY, NJ 08854-4141	

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:

TO FURTHER THE SCIENTIFIC AND EDUCATIONAL PURPOSES OF OUR ORGANIZATION, A
NON-PROFIT TAX EXEMPT ORGANIZATION AS DESCRIBED UNDER SECTION 501(C)(3) OF THE
INTERNAL REVENUE CODE.

TAXPAYER IDENTIFICATION NUMBER: 11316566337

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	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.**