

Associate Vice President University Budgets and Finance

SOUTHERN METHODIST UNIVERSITY

EIN: 75-0800689

HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE

The undersigned hereby claims an exemption from payment of hotel occupancy taxes as authorized by Article 23.02(c) of the State of Texas Hotel Occupancy Tax Law. Said law grants the exemption to recognized non-profit educational organizations. Southern Methodist University is officially recognized as such an organization under IRS Code 501(C)(3).

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as a traveler on business officially sanctioned by Southern Methodist University, claims the exemption.

Ernie Barry

Associate Vice President for Budgets and Finance

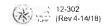
Southern Methodist University

Errie Bay

PO Box 750261

Dallas, TX 75275-0261





Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

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Name of exempt entity	Exempt entity status (Religious, charitable, educational, governmental)						
Southern Methodist University	Education						
Address of exempt organization (Street and number) 6425 Boaz Lane							
City. State, ZIP code Dallas, TX 75205							
Dallas, 1x 75205							
Guest certification: I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named							
above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel							
occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.							
Guest name (Type or print)	Hotel name						
Guest signature	Date						
sign here							
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Exemption claimed							
Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.							
United States Federal Agencies or Foreign Diplomats. Details of this exemption category are on back of form.							
This category is exempt from state and local hotel tax.							
Texas State Government Officials and Employees. (An individual must present a Hotel Tax Exemption Photo ID							
Card). Details of this exemption category are on back of form. This limited category is exempt from state and local							
hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not							
exempt from state or local hotel tax, even when travelir	ng on official business.						
Charitable Entities. (Comptroller-issued letter of exemption required.) Details of this exemption category are on back							
of form. This category is exempt from state hotel tax, but not local hotel tax.							
Educational Entities. Details of this exemption category are on back of form. This category is exempt from state							
hotel tax, but not local hotel tax.							
Religious Entities. (Comptroller-issued letter of exemption required.) Details of this exemption category are on back							
of form. This category is exempt from state hotel tax, but not local hotel tax.							
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Exempt by Other Federal or State Law. Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.							
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Permanent Resident Exemption (30 consecutive days): An	exemption certificate is not required for the permanent resident						
Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive							
days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to							
occupy a room voids the exemption. A permanent resident is exem							
Hotels should keep all records, including completed exemption certificates, for four years.							
Do NOT send this form to the Comptroller of Public Accounts.							