



Purchasing

1522 Texas Parkway
Missouri City, Texas 77489-2170

Phone: (281) 403-8500
www.missouricitytx.gov

Texas Sales and Use Tax Exemption Certification Instructions

1. Provide this certificate to retailers to confirm the City's sales tax exemption status.
2. The City employee purchasing the item(s) must sign as the "Purchaser", provide their title and date.
3. This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
4. This certificate does not require a number to be valid.
5. Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

If you have additional questions, feel free to contact Purchasing.

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency CITY OF MISSOURI CITY TEXAS	
Address (Street & number, P.O. Box or Route number) 1522 TEXAS PARKWAY	Phone (Area code and number) (281) 403-8626
City, State, ZIP code MISSOURI CITY, TEXAS 77489	

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:

The City of Missouri City is exempt from payment of sales tax under Texas Administration Code, Title 34 Public Finance - Part 1, Comptroller of Public Accounts - Chapter 3, Tax Administration - Subchapter O, State and Local Sales and Use Taxes, Rule §3.322 - Exempt Organizations

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 sign here ▶	Title	Date
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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.