



BUSINESS AND FINANCIAL SERVICES COLORADO STATE UNIVERSITY

From: Tax Accounting Office
To: CSU Faculty and Staff
Re: Instructions - Texas Certificate of Exemption

Dear CSU Faculty and Staff,

Colorado State University is exempt from Texas sales tax on purchases made for official university business using university funds. To utilize this exemption:

1. Present the Texas Comptroller's Exemption Verification Letter

- Provide a copy of CSU's **Verification Letter** (attached) to the vendor before completing the purchase.
- Ensure purchases are made using university funds (e.g., procurement card or purchase order).

2. Complete Form 01-339 (Texas Sales and Use Tax Exemption Certificate)

- If the vendor requires additional documentation, complete and sign the attached **Form 01-339**.
 - **Purchaser Information:** Enter **Colorado State University**, 555 S. Howes Street Fort Collins CO 80523-6003, and Federal EIN (**84-6000545**). Texas Taxpayer Id (**18460005459**).
 - **Seller and Description of Goods or Services:** Specify vendor's information and items purchased.
 - **Description of Business Type/Activity:** Educational Organization
 - **Signature:** *Employees without delegated signature authority may complete and sign this form, as confirmed by CSU's Office of General Counsel. Provide your signature, printed name, title, and date.*

Important Notes

- Vendors may request additional documentation to verify CSU's tax-exempt eligibility.
- Some vendors may choose not to honor the exemption. If refused, consider selecting another supplier.
- This exemption applies only to purchases made with CSU funds for official university use. Personal or reimbursable purchases are not eligible.
- This exemption does not apply to hotel occupancy tax.

For assistance, contact the Tax Accounting Office at **BFS_Tax_Accounting@Mail.ColoState.EDU**.

Sincerely,

Colorado State University
Business & Financial Services
Tax Accounting Office

Exemption Verification Letter



Texas Comptroller of Public Accounts
Austin, TX 78774

January 23, 2020

COLORADO STATE UNIVERSITY
6003 CAMPUS DELIVERY
FORT COLLINS, CO 80523-6003

According to the records of the Comptroller of Public Accounts, the following exemption(s) from Texas taxes apply to the above organization(s):

Sales and use tax, as of 09-01-1975

(provide Texas sales and use tax exemption certificate [Form 01-339 \(Back\)](#) to vendor)

The entity is not exempt from hotel occupancy tax.

Texas taxpayer identification number: 18460005459

This exemption verification is not a substitute for the completed exemption certificates that are required when claiming exemption from Texas taxes. Vendors should be familiar with the requirements for accepting the certificates in good faith from their customers.

This exemption verification does not mean that the organization holds a [permit](#) for collecting or remitting any Texas taxes.

Exempt organizations must collect tax on most sales. For more information, please see our publication [Exempt Organizations: Sales and Purchases](#) (96-122). [Online registration is available.](#)

For information concerning sales taxpayer permit status, please use the [vendor search](#) we provide online.

Corporations that are registered in Texas with the Secretary of State must maintain a current registered agent and registered office address. Information is available from [Business and Nonprofit Forms page](#) of the [Secretary of State's website](#). Additionally, out-of-state corporations, limited liability companies, or limited partnerships transacting business in Texas may need to file a Certificate of Authority or Registration with the Texas Secretary of State. More information is available from the [Foreign or Out-of-State Entities page](#) on the Secretary of State's website.

Our publications and other helpful information are available on our [website](#). If you need more information, write to us at exempt.orgs@cpa.texas.gov, or call us at 800-252-5555.

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

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:

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
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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.**