Rice University
Texas Sales and Use Tax Exemption Certificate
User Guidance

- Rice University’s purchases are exempted from Texas Sales and Use Tax
- This Texas Sales and Use Tax Exemption Certificate has been pre-signed by the University Controller
- Rice user should fill in the following information on the form before it can be provided to the seller:
  - Seller’s name and address,
  - Description of items to be purchased or on the attached order or invoice, and
  - Date

For questions please contact: taxes@rice.edu
Texas Sales and Use Tax Exemption Certification
This certificate does not require a number to be valid.

Name of purchaser, firm or agency
William Marsh Rice University

Address (Street & number, P.O. Box or Route number) Phone (Area code and number)
6100 Main St 713-348-0000

City, State, ZIP code
Houston, TX 77005

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:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

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 claims this exemption for the following reason:

William Marsh Rice University (or "Rice") is a Section 501(c)(3) tax exempt organization and is exempt from Texas sales and use tax for purchases related to Rice's exempt purpose.

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_________________________________________________________________________________

_________________________________________________________________________________

I, _________________________________, Title: Associate VP and University Controller, 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.