

12-302  
(Rev.5-88/5)

**HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE FOR TEXAS STATE TAX ONLY**

**NOTE : THIS CERTIFICATE WILL EXEMPT GUEST FROM STATE TAX ONLY.** Certificate should be furnished to the hotel or motel.  
DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid.

Name of guest
Address of guest <i>(Street and number, city, state, ZIP code)</i>
Name of exempt organization HOUSTON INDEPENDENT SCHOOL, DISTRICT
Address of exempt organization <i>(Street and number, city, state, ZIP code)</i> 4400 W. 18 <sup>th</sup> St., Houston, Texas, 77092
Organization exempt status <i>(Religious, charitable, educational, governmental)</i> Educational – Independent School District

**GUEST CERTIFICATION:** I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

Guest	Date
<b>sign here</b> ▶	

**FOR HOTEL/MOTEL USE ONLY (OPTIONAL)**

Name of hotel/motel			
Address of hotel/motel <i>(Street and number, city, state, ZIP code)</i>			
Method of payment <i>(Cash, personal check or credit card, organization check or credit card, direct billing, other)</i>			
Room rate	Local tax	Exempt state tax	Amount paid by guest