

**Sales Tax Exemption Number Application for Government Agencies**

Name of government entity

Mailing address	Physical address (if different from mailing address)
-----------------	--

--	--

City	State	ZIP Code	City	State	ZIP Code
------	-------	----------	------	-------	----------

**Federal Identification Number:**      -

Utah state or local government entities that qualify for lodging-related sales tax exemption must use this form to apply for a lodging-related sales tax refund account number. Upon approval, the government entity will receive coupons to claim lodging-related sales tax refunds.

To qualify for the lodging-related sales tax exemption, your purchases must be:

1. Used for an essential government function; and
2. Paid directly by the government agency. Purchases are not paid for directly if the employee pays with his or her own funds (even if the money is reimbursed).

You must keep copies of all receipts or invoices for three years after the refund date and provide those records to the Tax Commission upon request.

Under penalties of perjury, I declare that to the best of my knowledge and belief, this application, including accompanying documents, is true, correct, and complete. I further agree to make the organization's records available for an audit when the Tax Commission deems it necessary to verify the proper use of the sales tax exemption account number. I understand the qualifications in this agreement and agree to only request sales-related tax refunds for purchases that meet these qualifications.

Print name of official	Telephone number of entity	Date
------------------------	----------------------------	------

Signature of official	Title
-----------------------	-------

Tax Commission Use Only	
Date received	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Exemption number	Tax Commission authorized signature X

Make a copy of this form for your records. Send the original to:

**GOVERNMENT EXEMPTIONS  
UTAH STATE TAX COMMISSION  
210 N 1950 W  
SLC UT 84134**

For more information, you may contact the Tax Commission by phone at 801-297-2200 or 1-800-662-4335. The fax number is 801-297-6358.

If you need an accommodation under the Americans with Disabilities Act, contact the Tax Commission at 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.