



SCHOOL SUPPLY DRIVE | JUNE 30 - JULY 21

TAX-EXEMPT INFORMATION AND FORM

- 1. Inform the cashier that you are making a tax-exempt purchase before beginning to check-out.**
- 2. The tax-exempt form you need is included in this packet. AHUMC's Tax ID number is included in the first line of the attached form.**
- 3. FOR HEB:**
Sign, date, and turn the small HEB form in with your purchase.
- 4. FOR OFFICE DEPOT/OFFICE MAX:**
AHUMC's tax-exempt application is already on file. Provide the cashier AHUMC's phone number (210-826-3215) and they will retrieve the tax-exempt number on file to complete the transaction.
- 5. FOR DOLLAR TREE:**
The cashier will collect the signed tax-exempt form included here. AHUMC's Tax ID number is written in the corner. *(There are two tax-exempt forms provided in this packet.)*
- 6. FOR TARGET:**
The requirements are the same as Dollar Tree. *(Except they may not collect the form.)*
- 7. FOR DOLLAR GENERAL and WALMART:**
Both of these companies require a special tax-exempt card that is difficult to secure. It might be easier to tax-exempt shop elsewhere.

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Alamo Heights United Methodist Church		TAX ID# 74 - 2557013
Address (Street & number, P.O. Box or Route number) 825 East Basse Road		Phone (Area code and number) 210-826-3215
City, State, ZIP code San Antonio, Tx 78209		

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:

non-profit tax exempt 501(c)(3)

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.

sign here 	Purchaser <i>Valerie Slade</i>	Title Director of Finance	Date Mar. 27, 2024

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.