The University of Texas at Austin is a state agency and as such is exempt from paying Texas sales taxes. When an employee of The University of Texas at Austin makes a purchase for official university business state sales tax should not be paid. The vendor may request proof of the sales tax exemption. If so, the department should complete the Texas Sales and Use Tax Exemption Certification to present to the vendor at the time of purchase. This form can be found on the State of Texas Comptroller’s website. The link is http://www.window.state.tx.us/taxinfo/taxforms/01-forms.html#Resale

1) Go to the State Comptroller’s website and click the 01-339 (Back) Texas Sales and Use Tax Exemption Certification form.
2) Enter the following information in the top portion of the certification:

   Name of Agency:  The University of Texas at Austin
   Address:          Your Department’s address
   Phone:            Your Department’s telephone number

3) Enter the vendor’s information and type of merchandise/service in the Seller section.

Figure 2: Texas Sales and Use Tax Exemption Certification Form
4) Enter “State Agency” as the reason for the exemption.

![Figure 3: Reason for Exemption Section]

5) The Purchaser signature must be either the purchaser or a designated signer assigned by the department.

The certification form is now complete. Print the form and present it to the vendor at the time of purchase.

**Note:** The Taxpayer Identification Number and Certification form (W-9) is a federal form which vendors sometimes request. If you have a vendor who needs this information please submit a W-9 request to the Office of Accounting using this web site.