



Finance Department

Subject: Sales and Use Tax Permit Exemption

To whom it may concern:

This letter is to officially document the exempt status of the City of Southlake from sales and use tax. Per Texas Administrative Code, Title 34, Part 1, Chapter 3, Subchapter 0, Rule# 3.322 the City of Southlake is exempt from State Sales and Use Tax.

The City of Southlake is not required nor does it have a Sales and Use Tax Permit. The City is exempt per Texas Administrative Code.

Attached are copies of our Tax Exemption Certificate and a highlighted copy of Texas Administrative Code Title 34.

Tax-ID number for the City of Southlake is 75-1251142.

If there are any questions please contact me directly at 817-748-8312.

Thank you,

Tim Slifka CPPO, CPPB  
Purchasing Manager City of Southlake  
1400 Main Street Suite 440  
Southlake, Texas 76092

# Texas Sales and Use Tax Exemption Certification

*This certificate does not require a number to be valid.*

Name of purchaser, firm or agency <b>City of Southlake</b>	
Address (Street & number, P.O. Box or Route number) <b>1400 Main Street, Suite 420</b>	Phone (Area code and number) <b>817-748-8312</b>
City, State, ZIP code <b>Southlake, TX 76092</b>	

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:


All items

Purchaser claims this exemption for the following reason:

Municipalities are tax exempt per Texas Administrative Code, Title 34, Part 1, Chapter 3, Subchapter 0, Rule #3.322

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 <b>Tim Slifka</b>	Digitally signed by Tim Slifka DN: cn=Tim Slifka, o=City of Southlake, ou, email=tslifka@ci.southlake.tx.us, c=US Date: 2019.06.21 14:25:23 -05'00'	Title Purchasing Manager	Date <b>6-21-2019</b>
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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.**