Utah State Tax Commission
Sales Tax Exemption Number Application for Government Agencies

TC-160G
Rev. 3/22

Name of government agency

Agency's mailing address			Agency's 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 a lodging-related sales tax exemption must use this form to apply for a lodging-related sales tax refund account number. Upon approval, the government agency 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 an 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 and any accompanying documents are true, correct and complete. I further agree to make the organization's records available for an audit when the Tax Commission deems 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 agency	Date
Signature of official Title		

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

Government Exemptions
Utah State Tax Commission
210 N 1950 W
Salt Lake City, UT 84134

For more information, call the Tax Commission at 801-297-2200 or 1-800-662-4335. Our fax number is 801-297-7699.

If you need an accommodation under the Americans with Disabilities Act, email taxada@utah.gov, or call 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.