

Credit Memo Acceptance

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. Contact us at the address or phone number listed on this form.

Name of purchaser, firm or agency accepting credit memo		
Address (Street address, P.O. Box or Route number)	Daytime phone (Area code and number)	
City	State	ZIP code

I, as the authorized representative for the party named above, accept credit memo number _____
 dated _____ in the amount of \$ _____. This credit memo was issued to us
 by _____, our vendor, to cover sales or use tax
 collected from us on invoice number(s) _____,
 by the vendor, dated _____.

I understand that this credit memo is being issued in lieu of a cash refund from the vendor or the State of Texas and
 will be credited against my account. This credit memo is unqualifiedly accepted in full and final settlement of the
 refund due us for sales or use taxes regardless of any subsequent actions taken by the vendor in regard to it.

Print or type name

Relationship to Entity (i.e., President, Treasurer)

Signature

Date

For detailed refund request instructions, please refer to Pub. *How to Get a Refund or Credit for Sales or Use Tax You Paid in Error*, or call the
 Sales and Motor Vehicle Tax Refund Section at the Texas Comptroller's office at 1-800-531-5441, ext. 3-4545, or 512-463-4545. You may also
 email us at refundreq.revacct@cpa.texas.gov.