



## FAQs for Tax-Exemption Process

### **How do I get a tax-exempt form?**

Send your request to [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org). Be sure to include your troop number or Community name in the subject line of your email. Girl Scouts of Southwest Texas (GSSWT) will issue the form printed with your troop number or Community name, and it will be valid for the current Girl Scout year (Oct. 1 through Sept. 30).

### **When should I use a tax-exempt form?**

Any time an item is purchased for use by GSSWT registered members for a Girl Scout program or activity. The purchased item(s) must directly benefit the Community or Troop.

### **Are there any restrictions on the tax-exempt form?**

GSSWT is not exempt from hotel occupancy tax.

### **Who can use the form?**

Any GSSWT registered member purchasing items for Community or Troop use.

### **How do I use a tax-exempt form?**

Check with the store's customer service department or with a salesperson **before** you make your purchase. Some merchants have specific requirements for accepting tax-exempt forms, and will often require their own form in addition to, or in place of, the Girl Scout tax-exempt form.

### **Can I make copies of the tax-exempt form?**

Yes, however, remember that it is your responsibility to protect the form and use it wisely. You should never alter the form. Misuse of the form is a Class C misdemeanor under Texas state law.

### **Can I post the tax-exempt form on our Community or Troop website?**

No. Do not post the form for public use and remove any old forms you may currently have available on the Internet. You may share the form with other members through private email, however, the form should never be made public.