

# 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 \_\_\_\_\_ tax  
Tax type\*  
 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 with the vendor. This credit memo is accepted in full and final settlement of the  
 refund due to us for \_\_\_\_\_ tax regardless of any subsequent actions taken by the vendor.  
Tax type\*

\_\_\_\_\_  
 Print or type name

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\* Tax Type - Please include the type of tax or fee you were charged. This form may be used for any taxes or fees paid in error and for which a refund may be approved, e.g., limited sales, excise, and use tax; oil well service tax; miscellaneous gross receipts tax. This form cannot be used for motor vehicle tax.