

## Nebraska Association of School Boards - NASB/NASA 2022 Conference

November 15th - 18th, 2022

### Tax Exempt Information

Any school district needing tax exempt documents, please follow the steps below.

1. Complete Form 13
2. Along with the Form 13, please provide the hotel with a list of who are attending from your school district (first & last names).
3. Payment Options. Choose from the following.
  - a. **Option 1 – Direct Bill:** Contact Kim Allenheim to receive a direct bill application. Complete and return directly to Kim Allenheim for approval. Once the application is approved, hotel will invoice the school post event. Please also include what the school is covering (i.e.: room & tax only, room/tax and parking, all charges).
    - i. If doing a direct bill, you will need to complete steps 1-3a. Please send all information directly to Kim Allenheim at [Kimberly.Allenheim@hhmlp.com](mailto:Kimberly.Allenheim@hhmlp.com).
  - b. **Option 2 - Payment by Tax Exempt Credit Card:** Please follow the next steps.
    - i. Schools paying with a tax exempt credit card, will need to complete a Form 13-CCE.
    - ii. The completed form is sent directly to the Nebraska Department of Revenue as stated on the form. Once the department of revenue approves your Form 13-CCE, you will receive a State Official Permit.
    - iii. Send the hotel your approved permit (NOT the application) along with what your school is covering (i.e.: room & tax only, room/tax and parking, all charges). Also let the hotel know if the tax exempt credit card will be present at check-in for each attendee.
      1. If payment by tax exempt credit card, you will need to complete steps 1-3b. Please send all information directly to Kim Allenheim at [Kimberly.Allenheim@hhmlp.com](mailto:Kimberly.Allenheim@hhmlp.com).

\*\*All three items need to be sent directly to Kim Allenheim no later than **October 31st, 2022**.

### Tax Forms

[Form 13](#)

[Form 13CCE Application](#)