Instructions for filing a CERT112 for tax exempt hotel stays

Download the Cert 112 from rovac.org under conference information

Complete the form including:

- Name of exempt entity (Your town name)
- Federal Tax Number (your towns EIN)
- Address of entity (Your towns address)
- Name of retailer (Name of hotel)
- Address of retailer (Address of hotel)
- Check off if its for meals and/or lodging (most towns only pay for lodging)
- Date of event (Dates of conference)
- Describe purpose of event (Educational conference)
- Column A equals the number of room nights you're staying (how many rooms for how many nights ex. Both registrars are staying in separate rooms for 2 nights each. This box equals 4)
- Column B Should be the same number as column A
- Column C should be Zero
- Question 1 should be NO
- Question 2 should be YES
- Question 3 should be YES
- Fill in the declaration section with name, title, signature, date and a good number if there are problems, they can get hold of you.

Once you have completed the form email it to DRS.Coordinator@ct.gov

If you have any questions please call 860-297-5962 and ask for whoever is handling exemptions.

This info was last updated 8/17/2023