

To: CCUA Member Federal Credit Union

From: Donna Bevilacqua
Director, Communications and Community Relations

Date: November 2023

Subject: **Cooperative Credit Union Association
2024 CU Accelerate Conference**
May 3-5, 2024
Sheraton Philadelphia Downton
201 North 17th Street
Philadelphia, PA 19103
Federal Credit Union Tax Exemption

This memo is to further clarify what a federal credit union must do to qualify for the tax exemption from state and local taxes assessed on hotel room charges at Sheraton Philadelphia Downtown. To qualify for the tax exemption the federal credit union must do the following:

1. The “**Letter of Exemption**” issued by NCUA **must be filled out in the upper left-hand corner** with the name of the federal credit union, the credit union charter number, and the current date. (Copy enclosed). **It is most important that the charter number be filled in.**
2. **Individual** from the federal credit union, attending the Cooperative Credit Union Association CU Accelerate Conference, must be given a copy of the “Letter of Exemption.”
3. The “Letter of Exemption” must be presented with an individual’s reservation at check-in to Sheraton Philadelphia Downtown.
4. At check-in, individual must provide Sheraton Philadelphia Downtown with identification and a **letter on credit union letterhead** indicating that the individual is representing a federal credit union. (Sample letter enclosed).
5. Sheraton Philadelphia Downtown prefers that payment of an individual’s account be made by a federal credit union issued credit card which is billed directly to the federal credit union or a federal credit union issued check drawn directly on the account of the federal credit union.

Note: Personal checks, personal share drafts or personal credit cards will not be accepted.

If you have any questions please contact Donna Bevilacqua, Director, Communications and Community Relations, at CCUA, 1-800-842-1242 or dbevilacqua@ccua.org.

(REPRODUCE ON FEDERAL CREDIT UNION LETTERHEAD)

(Date)

Sheraton Philadelphia Downton
201 North 17th Street
Philadelphia, PA 19103

Please be advised that _____
is attending the Cooperative Credit Union Association, Inc. 2024 CU Accelerate
Conference as a representative of

_____ Federal Credit Union,

Charter number _____.

Signature: _____

Print Name: _____

CU Position: _____

Date: _____