



TRANSIENT OCCUPANCY TAX EXEMPTION FORM

Instructions to operator: A separate exemption form is required from each guest. The original of this form and the proof of exemption, if applicable, must be maintained by the operator as part of the business records for 3 years or the claim for exemption from tax may not be approved during audit.

Please print:
HOTEL _____
GUEST NAME _____
CHECK IN DATE _____ EXEMPTION START DATE _____

Non-Transient

Definition: any person occupying space in a hotel shall be deemed to be a transient until the period of 30 consecutive days has expired unless there is a written and legally binding agreement between the operator and the occupant providing for a longer period of occupancy.

- (A) Tax paid on first 30 days of stay. This claim is for an exemption starting with day 31.
(B) Rental agreement in effect - copy attached.

DATES OF OCCUPANCY SUBJECT TO THIS EXEMPTION _____ to _____

Table with 3 columns: Number of nights, Rate \$, Total Exemption \$

Domestic Government

Definition: any federal or State of California officer or employee on official business. This exemption requires one of the following forms of proof: direct billing or payment by the government entity or a copy of assignment orders from the government entity.

DATES OF OCCUPANCY _____ to _____
only report dates within current reporting period

Table with 3 columns: Number of nights, Rate \$, Total Exemption \$

Foreign Government

Definition: any officer or employee of a foreign government who is exempt by reason or express provision of federal law. Contact the Finance Department to determine what substantiation is needed for this exemption.

DATES OF OCCUPANCY _____ to _____
only report dates within current reporting period

Table with 3 columns: Number of nights, Rate \$, Total Exemption \$

I certify, under penalty of perjury, that the information contained above is correct as stated.

Guest Signature _____

Date _____

Hotel Representative/Title _____

Date _____