



Please return completed form to:

City of Vallejo · Commercial Services Division · 555 Santa Clara Street · Vallejo, CA 94590

Phone: (707) 648-4347 Fax: (707) 649-5407 www.ci.vallejo.ca.us

Office Hours: Monday - Friday 8:30 a.m. to 5:15 p.m.

Vallejo Municipal Code Chapter 3.19

TRANSIENT OCCUPANCY TAX EXEMPTION CERTIFICATE FOR FEDERAL, STATE OF CALIFORNIA AND FOREIGN GOVERNMENT OFFICERS OR EMPLOYEES

SECTION A

Please Check the Appropriate Box:

Federal Government Employee (including Military)

Foreign Government Employee

State of California Employee

Foreign Diplomatic or Consular Employee & Dependents

SECTION B

Name of Lodging Facility

Address of Lodging Facility

Date of Occupancy:

From

To

Name of Employee Claiming Exemption

Name of Government Agency/Foreign Diplomat or Consular

Driver's License (Country/State/Number)

Agency's Street Address

Agency's Phone Number

City, State, Zip

I certify that the occupancy of the room noted above has been (or will be) furnished for my exclusive use, and that I am the officer or employee of the government agency named above, and that such charges are incurred in the performance of my official duties for said government agency.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Hotel Guest Claiming Exemption

Date

SECTION C

OPERATOR: A separate exemption certificate is required for each person and each occupancy. Do not accept the exemption certificate unless the person provides you with at least one form of conclusive evidence that his or her occupancy is for the official business of his or her employer. Acceptable forms of proof of exemption consist of only the following: 1) a copy of the official travel orders indicating the issuing governmental agency and the person's full name, 2) a copy of the warrant or check issued to pay for the occupancy, 3) a copy of the governmental credit card used to pay for occupancy, 4) a Government Agency business card, 5) Agency letter, 6) a Government Agency issued identification card.

The original of this form, together with a copy of the proof of exemption and a copy of the guest's photo identification must be maintained by the operator as part of its business records or the claim for exemption from the tax may be denied. All records must be retained by the hotel operator for a period of three (3) years after the date any tax is due and payable pursuant to Vallejo Municipal Code Section 3.19.120. To validate the exemption claim, this form must be completed, signed, and attached to your tax return when you file along with a copy of an acceptable form of proof of exemption. Statement such as "signature on file" and/or unsigned are grounds for disallowance of your claim.

Verified By:

TO BE COMPLETED BY HOTEL OPERATOR

Print Hotel Employee Name

Hotel Employees Signature

Date