

County of San Mateo
Office of the Tax Collector-Treasurer
555 County Center - 1st Floor
Redwood City, CA 94063
(650) 599-7203



EXEMPTION FROM TRANSIENT OCCUPANCY TAX
Government Officer or Employee Exemption Form
(Ordinance Code 5.136.030)

No tax shall be imposed upon:

- A. *Any Federal Government Officer or Employee when on official business;*
- B. *Any State of California Officer or Employee;*
- C. *Any Officer or Employee of a Foreign Government who is exempt by reason of express provision of federal law or international treaty.*

Please copy and attach one or more of the following items to verify the validity of the exemption:

- A copy of Federal or State documents stating that this person is occupying your establishment for the official business of his or her employer, or
- A copy of Federal or State travel orders from his or her employer, or
- A copy of the Federal or State warrant (check) issued by his or her employer to pay for the occupancy, or
- A copy of the Federal or State credit card issued to this officer or employee, by his or her employer to pay for the occupancy.

In addition, please attach a copy of:

- The officer or employee's photo identification.

Name of Establishment _____ Address _____

Date of Occupancy: From _____ To _____ Total Rent Paid: \$ _____

Name of Guest Government Agency

Agency Department Area Code and Telephone Number

Governmental Agency Street Address City State/Country Zip Code

I certify that the occupancy of the room noted above has been (or will be) furnished for my exclusive use, that I am the officer or employee of the Governmental Agency named above, and that such charges are incurred in the performance of my official duties for said Governmental Agency. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Guest Claiming Exemption Title Date

OPERATOR: This form and a copy of the proof of exemption are to be filed with your quarterly report. A CONTRACTOR FOR A GOVERNMENT AGENCY IS NOT EXEMPT FROM TOT