

TRANSIENT OCCUPANCY FEDERAL TAX EXEMPTION FORM FOR ANY FEDERAL,
CALIFORNIA CITY, COUNTY, OR STATE GOVERNMENT OFFICER OR EMPLOYEE
TRAVELING ON OFFICIAL GOVERNMENT BUSINESS

This is applicable to any Federal, California city, county or state government officers or employees **when on official business** (not personal travel).

NAME OF HOTEL/MOTEL/OR STR ADDRESS: _____

This is to certify that I, the undersigned, am a representative of the governmental agency indicated below, that my stay at this hotel is for official business and NOT for personal purposes, and that the charges for the occupancy at the above establishment on the dates set forth below, have been paid for by such governmental agency. I understand that I am only entitled to receive this exemption by providing proof that I am traveling on official business, and it is my responsibility to secure the correct documentation in order to obtain the exemption.

Dates of Occupancy - From: _____ **To:** _____

Governmental Agency Name: _____

Address of Agency Office: _____

Name of Direct Supervisor: _____ **Phone Number:** _____

Signature of Government Employee: _____ **Date:** _____

NOTE: Hotel operators or employees should not accept this certificate as valid unless it is paid for by a U.S. Government, California city, county, or state government business credit card or company check. Attach a photocopy of one of the following three documents along with the TOT tax filing for the month in order to document exemption to the City of Visalia.

- A copy of the official government agency travel orders or travel authorization form listing the specific employees' names and dates traveling; or
- A letter signed by a supervisor/manager on either government agency letterhead or a government agency form that shows the employees' names and dates of travel on official business; or
- A copy of a government issued Purchase Order or government issued check listing the employees names that will be traveling and the dates of travel; or
- A business card.

An employee without proper documentation must pay the tax. A government entity could request a refund by submitting a copy of this form directly to the City of Visalia Finance Department by email or mail with proper documentation as stated above.

NOTE:

- A separate exemption certificate is required for each person claiming exemption for each hotel/STR.
- Please submit all exemption forms along with the monthly TOT remittance form.
- If the form is not completed properly, it will not be accepted.