



CITY OF ORANGE
TRANSIENT OCCUPANCY TAX
CERTIFICATE OF TAX EXEMPTION
Finance Department (714) 744-2268

This form must be completed in full to claim exemption from transient occupancy tax. Incomplete forms will not be considered. Room occupancy is exempt from such taxation only if your employer is expressly exempt from such taxation under Federal law. Foreign sovereigns performing an inherent function may include their representatives when not subject to taxation by virtue of treaty or consular convention, and when presenting the Mission Tax Exemption Photo ID Card issued by the United States Department of State.

Any exemption applies only to those days during which you are on official business for your employer. Revenue & Taxation Code 7280 (e)(C) requires you to provide a photo ID, proof of your federal government employment, and proof that your occupancy is for official governmental business.

No Exemption Allowed for: State of California employees, State employees, Non-Profit Groups (except American Red Cross), City employees, County employees, or Contractors hired by Government departments.

ALL LINES MUST BE COMPLETED IN FULL Please write clearly when entering information.

- Check appropriate box: Federal Government Employee (including Military) *on official business only* (NOT contractors)
 Federal Credit Union Employee *on official business only*
 American Red Cross (*with A.R.C. ID and on official business only*)
 Representatives of Foreign Sovereigns (*with Mission Tax Exemption Photo ID Card*)

Call (714) 744-2268 if any other exemptions by law are requested.

Hotel or Motel Name: _____

Name of Person occupying room and claiming exemption: _____

Title: _____ Business Phone Number: _____

Federal Govt. Agency (or Foreign) - do not abbreviate: _____

Department (do not abbreviate): _____

Agency Address: _____ Phone: _____

Name and phone # of Supervisor to verify Business Purpose: _____

Date(s) of occupancy for official business only, on behalf of your employer: _____

Certification

I hereby certify that I am an officer or employee of the government agency named above and my employer is exempt from the payment of any transient occupancy taxes to the City of Orange. I hereby acknowledge and agree that the above listed hotel or motel stay is only for the performance of my official duties for said governmental agency. If a portion of this stay is for non-business purposes, I shall be liable for payment of the applicable transient occupancy tax of the City of Orange for my occupancy on such non-business days.

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

Signature of Person Occupying Room

Printed Name of Person Occupying Room

Executed at Orange, California, on _____, 20____.

Hotel Operator: One Exemption Form per person. Accept **only** fully completed forms, and **check** for US Govt. photo ID (not Driv. Lic)

PLEASE SELECT VERIFICATION OF OFFICIAL BUSINESS STAY:

- Payment using a warrant, check, or credit card, drawn on the Treasury of the United States.
 Official travel orders from the government agency showing the person's full name.
 Letter on official federal governmental agency letterhead requesting exemption, specifying employee's name, stating the stay is for official governmental business. Must include occupancy dates. Photocopied letters completed by employees are not acceptable.
 Proof of registration for a federal government conference.
 Foreign Dignitaries - **Mission Tax Exemption Photo ID Card** issued by the United States Department of State