CITY OF ORANGE

TRANSIENT OCCUPANCY TAX

CERTIFICATE OF TAX EXEMPTION

Finance Department (714) 744-2239

This form is to be completed in full by persons claiming exemption from the transient occupancy tax of the City of Orange. 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. For Foreign Dignitaries, your Government must be exempt by reason of express provision of Federal law or International Treaty, with reciprocity.
Any exemption applies only to those days during which you are on official business for your employer and not to other days of your occupancy. Please print all information.

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.

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.

ALL LINES MUST BE COMPLETED IN FULL TO QUALIFY FOR THE EXEMPTION:

Check appropriate box:
- ☐ Federal Government Employee (including Military) on official business only
- ☐ Federal Credit Union Employee on official business only
- ☐ American Red Cross (with ID)
- ☐ Foreign Dignitary (with U.S. State ID card indicating hotel tax exemption)

Hotel or Motel Name: _____

Name of Person occupying room and claiming exemption: _____

Title: _____ Business Phone Number: _____

Federal (or Foreign) Government Agency: _____ Dept._____

Agency Address: _____ Phone:_____

Name and phone number of Supervisor who can verify Business Purpose: _____

Date(s) of occupancy during which you are engaged in official business on behalf of your employer and are therefore claiming exemption from tax: _____

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 this stay is used, in whole or in part, 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: A separate Exemption Form is required for each person. Do not accept the form unless it is fully completed and the person provides you with a government photo ID. You may also request proof of exemption as follows:

Acceptable Proof of Exemption:

- A copy of the warrant, check, or credit card, drawn on the Treasury of the United States and used for payment of room charge.
- A copy of the official travel orders indicating the governmental agency and the person's full name.
- A copy of a letter on the official letterhead of a federal governmental agency requesting exemption and listing the employee's name and stating that the stay is for official governmental business. This must include occupancy dates.
- U.S. State ID card indicating hotel tax exemption (for Foreign Dignitaries).