Transient Occupancy Tax (TOT) Exemption Claim

☐ Federal or State of California employee or officer while on official business only.

☐ Foreign government employee or officer who is exempt by reason of express provision of Federal law or international treaty.

GOVERNMENT AGENCY_____

GUEST NAME: _____

Check in _____/_____/_____ Check out _____/_____/_____ ROOM RATE $ _____ ROOM #_____

CERTIFICATION

I certify that my above-named employer is exempt from payment of any transient occupancy taxes of the City of Rancho Cordova per City Code § 3.08.040. I hereby acknowledge and agree that the above listed hotel or motel stay is to be used for official Federal/State/ Foreign government purpose(s) of my above-named employer. If this stay is used, in whole or part, for non-business purposes, I shall be liable for payment of the applicable transient occupancy tax of the City of Rancho Cordova for my occupancy on such non-business days.

I certify and declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

_____ _____ _____

Signature of Claimant (GUEST) Date Work Phone

FOR HOTEL USE ONLY:

_____ _____

Received & Verified By: Print Hotel Employee's Name Signature of Hotel Employee

Note for the Operator:

A separate exemption form must be filed for each occupied room subject to rental for which the exemption is requested.

Do not accept this claim unless the person provides you with acceptable proof of exemption (i.e., official travel orders; agency letter, identification, government issued credit card).

This original form must be submitted with your Monthly Transient Occupancy Tax Return to the City of Rancho Cordova in order to receive the exemption

Please retain a copy of the exemption form and all supporting documents with your records.

Any questions regarding TOT exemptions, please email: support@hdlgov.com