



TRANSIENT OCCUPANCY TAX  
**FOREIGN** GOVERNMENT EMPLOYEE EXEMPTION FORM  
(who is exempt by reason of express provision of federal law or international treaty)

Hotel Name \_\_\_\_\_ Hotel Address \_\_\_\_\_  
\_\_\_\_\_

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

PLEASE PRINT NEATLY WHEN FILLING IN THE INFORMATION BELOW

\_\_\_\_\_  
Name of employee claiming exemption

\_\_\_\_\_  
Name of Foreign Government

\_\_\_\_\_  
Agency Department

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Government Street Address

\_\_\_\_\_  
City State Zip Code

I certify that the occupancy of the room noted above has been (or will be) furnished for my exclusive use, and that I am the officer or employee of the governmental agency name above, and that such charges are incurred in the performance of my official duties for said governmental agency.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ at Morgan Hill, California

Signature of hotel guest claiming exemption \_\_\_\_\_

**OPERATOR:** A separate exemption claim form is required from each person. Do not accept the claim unless the person provides you with at least one of the acceptable proof of exemptions forms show below. The original of this form AND a copy of the proof of exemption must be maintained by the operator as part of the business records or the claim for exemption from tax may not be approved.

\*Acceptable proof of exemption:

1. A copy of the warrant or check drawn on the treasury of the Foreign Government.
2. A copy of the official travel orders indicating the issuing foreign governmental agency and the person's full name.
3. A copy of a letter on the official letterhead of an exempt foreign governmental agency requesting exemption and listing the employee's name and stating that the stay is for official government business. The dates of occupancy must also be included.