



City of Thousand Oaks Transient Occupancy Tax Government Employee Exemption Form

SECTION A

Please Check the Appropriate Box

- Employee or Officer of the United States Government on Official Business
- State of California Officer or Employee on Official Business
- Officer or Employee of a Foreign Government
- Insurance Company Section 28 F of Article XIII of California Constitution

SECTION B

Name of Lodging Facility:	<input style="width: 100%;" type="text"/>		
Address of Lodging Facility:	<input style="width: 100%;" type="text"/>		
Date of Occupancy:	From: <input style="width: 20%;" type="text"/>	To: <input style="width: 20%;" type="text"/>	
Name of Employee Claiming Exemption:	<input style="width: 100%;" type="text"/>		
Name of Government Agency:	<input style="width: 100%;" type="text"/>		
Agency Department:	<input style="width: 20%;" type="text"/>	Agency's Phone Number:	<input style="width: 20%;" type="text"/>
Agency's Street Address:	<input style="width: 100%;" type="text"/>		
City:	<input style="width: 20%;" type="text"/>	State:	<input style="width: 20%;" type="text"/>
		Zip Code:	<input style="width: 20%;" type="text"/>
Total Amount of Rent Paid:	<input style="width: 20%;" type="text"/>	Room #(s):	<input style="width: 20%;" type="text"/>

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 named 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 California.

Signature of Claimant (Hotel Guest's Full Name):	Phone Number: ()	Date
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SECTION C

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 form of conclusive evidence that his or her occupancy is for the official business of his or her employer. Acceptable forms of proof of exemption consist of the following (Please check the box that corresponds to the form of proof presented).

- Travel orders from his or her government employer
- A government warrant issued by his or her employer to pay for occupancy
- A government credit card issued by his or her employer to pay for occupancy

The guest claiming the exemption must also provide photo identification substantiating his or her status as a government employee or officer as indicated in Section A of this form. The original of this form, together with a copy of the proof of exemption AND a copy of the guest's photo identification must be maintained by the operator as part of its business records or the claim for exemption from the tax may be denied.

NOTE: A CONTRACTOR FOR A GOVERNMENT AGENCY IS NOT EXEMPT FROM THE TRANSIENT OCCUPANCY TAX.

Name of Hotel/Motel:	Name of Employee accepting Exemption:
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