



**COUNTY OF MONTEREY TREASURER-TAX COLLECTOR**

**MARY A ZEEB, TREASURER – TAX COLLECTOR**

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**EXEMPTION CLAIM FORM - TRANSIENT OCCUPANCY TAX**

This is to certify that I, the undersigned, am exempt from the imposition of Transient Occupancy Tax Imposed by this hotel/motel/inn collecting the tax on behalf of the County of Monterey by Ordinance No. 1404, 1472 (part) and 1607 (part).

My right of exemption from the transient tax is claimed in the amount of \$ \_\_\_\_\_ (total room rent) for the following reason (please check the appropriate box).

- Federal government employee on official business.
- Any officer or employee of a foreign government who is exempt by reason of express provision of federal law or international law.
- Employees of federal credit unions while performing credit union business.  
*This exemption shall apply only to those credit unions organized and operating under the Federal Credit Union Act.*
- Employees of insurance companies while performing insurance related business.  
*This exemption shall apply only to those insurance companies which do business in California and which pay the California State Gross Premiums tax annually pursuant to California Constitution Article XIII, Section 28, in lieu of all other taxes.*

***I hereby certify (or declare) under penalty of perjury, that these statements are true and correct.***

HOTEL/MOTEL/INN NAME \_\_\_\_\_

DATE OF OCCUPANCY – FROM \_\_\_\_\_ TO \_\_\_\_\_

ROOM RATE \$ \_\_\_\_\_ ROOM # \_\_\_\_\_

GOVERNMENT AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF IMMEDIATE SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF CLAIMANT

\_\_\_\_\_  
SIGNATURE OF HOTEL EMPLOYEE  
VERIFYING VALIDITY OF EXEMPTION CLAIM

PRINTED NAME \_\_\_\_\_

DATE \_\_\_\_\_

WORK PHONE ( ) \_\_\_\_\_

- ★ The exemption claim from Transient Occupancy Tax shall not be approved unless the person requesting the exemption presents satisfactory credentials/orders reflecting current performance of official duties.
- ★ A copy of the credentials/orders of the person requesting the exemption shall be attached to each exemption claim form. **Attention: Federal Law prohibits the copying of federal credentials and military identification cards/badges in U.S. Code Part 1, Title 18, Chapter 33, Section 701. Acceptable credentials for the purpose of the County of Monterey Exemption Claim form are photocopies of a passport, a State issued driver's license or other form of photo identification, a business card or a copy of their federal orders with the name and title of the traveler.**
- ★ A separate exemption claim must be filed for each occupied room subject to rental for which the exemption is requested.
- ★ **Do not send the exemption form to the Tax Collector.** Please retain the original exemption form and all supporting documents with your records. This form may be subject to review in the event of a county audit for the period of three years as prescribed by the Transient Occupancy Ordinance 1404.
- ★ State and local government employees, contractors, federal government chartered companies and subcontractors are not eligible for exemption from the tax.