

**CITY OF SOUTH SAN FRANCISCO**  
**TRANSIENT OCCUPANCY & CONFERENCE CENTER**  
**MONTHLY EXEMPTION SUMMARY**

Hotel: \_\_\_\_\_

**HOTEL / MOTEL OPERATOR:** *You must complete this MONTHLY EXEMPTION SUMMARY and file it with the MONTHLY TAX RETURN whenever tax exemptions are claimed by occupants during the reporting period.*

1. **Reporting Period:** Enter the month and year for which the Monthly Tax Return is filed. \_\_\_\_\_ 1.
2. **Total number of transients who claimed exemption # 1** (government employee) **or # 2** (written agreement for more than 30 days) in Part I of the INDIVIDUAL EXEMPTION FORM. \_\_\_\_\_ 2.
- 2a. **Total Gross Rent paid by those transient.** \_\_\_\_\_ 2a.
- 2b. **Total number of continuous room nights rented by those transients.** \_\_\_\_\_ 2b.
3. **Total number of transients who claimed exemption # 3** (occupancy over 30 days) in Part I of the INDIVIDUAL EXEMPTION form. \_\_\_\_\_ 3.
- 3a. **Total gross rent paid by those transients** from the 31<sup>st</sup> day of continuous occupancy to the end of the occupancy during the reporting period. \_\_\_\_\_ 3a.
- 3b. **Total number of continuous room nights rented by those transients** from the 31<sup>st</sup> day of occupancy to the end of the occupancy during the reporting month. \_\_\_\_\_ 3b.
4. **Add the amounts on lines 2a and 3a** and enter the result here and on line 4 of the **Transient Occupancy Tax** Monthly Tax Return. \_\_\_\_\_ 4.
5. **Add the amounts on lines 2b and 3b** and enter the result here and on line 4 of the **Conference Center Tax** Monthly Tax Return. \_\_\_\_\_ 5.

**I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Attach this Monthly Exemption Summary to the Monthly Tax Return.*