



TRANSIENT OCCUPANCY TAX EXEMPTION FORM #3
All Other Exemptions

For foreign diplomats for which it is beyond the power of the City to impose a tax.

South San Francisco Municipal Code Section: Section 4.20.040 EXEMPTIONS

Any individual who claims exemption from the TOT tax by stating they are beyond the power of the City of South San Francisco to impose a tax:

(NAME OF HOTEL/MOTEL)

This is to certify that I am exempted from paying the Transient Occupancy Tax due to federal law or treaty, as I am a foreign diplomat traveling on official business. I understand that I am only entitled to receive this exemption by providing proof that I am traveling on official business and it is my responsibility to secure the correct documentation.

DATES OF
OCCUPANCY FROM: _____ TO: _____

(FOREIGN GOVERNMENTAL AGENCY NAME) (SIGNATURE OF FOREIGN AGENT) (DATE)
Signed Under Penalty of Perjury

Address of Employee's Home Office: _____

(NAME OF DIRECT SUPERVISOR) (PHONE NUMBER)

NOTE: Under requirements of the South San Francisco Municipal Code, **hotel operators or employees should not accept this certificate as valid unless the following picture ID card is verified. Attach a copy to this form and submit it** along with the TOT tax filing for the month:

- ✦ The hotel guest must provide a picture ID tax exemption card issued by the US Department of State stating this foreign diplomat is entitled to exemption from taxes, and a photocopy of that ID card must be attached to this exemption form.

An employee without proper documentation must pay the tax, take a copy of this form, and submit it directly to the City of South San Francisco Finance Department by mail with proper documentation and request a refund.

ALL RECORDS SHALL BE RETAINED BY THE HOTEL OPERATOR FOR A PERIOD OF AT LEAST ONE YEAR AND IS SUBJECT TO INSPECTION BY THE CITY OF SOUTH SAN FRANCISCO

NOTE: A separate exemption certificate is required for each person claiming exemption and for each hotel stay. Hotel operators should maintain documentation for at least a year for audit purposes.