



TRANSIENT OCCUPANCY FEDERAL TAX EXEMPTION FORM #1
FOR FEDERAL AND STATE OF CALIFORNIA EMPLOYEES TRAVELING ON
OFFICIAL GOVERNMENT BUSINESS

South San Francisco Municipal Code Section: Section 4.20.040 EXEMPTIONS

Any Federal or State of California Government employee **when on official business (not personal travel)**.

(NAME OF HOTEL/MOTEL)

This is to certify that I, the undersigned, am a representative of the Governmental Agency indicated below; that my stay at this hotel is for official business and not for personal purposes, and that the charges for the occupancy at the above establishment on the dates set forth below have been paid for by such Governmental Agency. 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 in order to obtain the exemption.

DATES OF
OCCUPANCY FROM: _____ TO: _____

(GOVERNMENTAL AGENCY NAME) (SIGNATURE OF GOVERNMENT EMPLOYEE) (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 it is paid for by a U.S. Government or State of California credit card or check. Attach a photocopy** of one of the following three documents to the City of South San Francisco along with the TOT tax filing for the month in order to document exemption:

- ✓ A copy of the official government agency travel orders or travel authorization form listing the specific employees' names and dates traveling; or
- ✓ A letter signed by a supervisor/manager on either government agency letterhead or a government agency form that shows the employees' names and dates of travel on official business; or
- ✓ A copy of a government issued Purchase Order that lists the employees' names who will be traveling and the dates of travel.

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 or fax with proper documentation and request a refund.

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