



City of Santa Monica

TREASURY OFFICE

1685 Main Street City Hall East, Santa Monica, CA 90401
310.458.8741

TRANSIENT OCCUPANCY TAX

Exemption certificate for government employees on official business

This form is to be completed by a representative or employee of a governmental agency requesting an exemption from Santa Monica's Transient Occupancy Tax under Santa Monica Municipal Code, Chapter 6.68.100.

No tax shall be payable hereunder in any of the following instances:(a)On room rental paid by any Federal, State of California, or City of Santa Monica, official or employees when on official business provided that a tax exempt certificate is executed at the time of registration, on a form to be provided by the Director of Finance-City Controller.

The operator must retain this completed form and supporting documents for four years, Santa Monica Municipal Code, Chapter 6.68.080.

Name of Operator:			
Address: <i>(Number & Street)</i>		Santa Monica, CA <i>(Zip)</i>	
Dates of Occupancy: <i>(Check In:)</i>		Amount of Exemption Claimed \$	
		<i>(Check Out:)</i>	
Employee Name: <i>(First Name)</i>		<i>(Last Name)</i>	
Employee Address:			
Employee Telephone #: <i>()</i>		Driver's License: <i>(State)</i> <i>(Number)</i>	
Type of Government:	<input type="checkbox"/> Federal	<input type="checkbox"/> State of:California	<input type="checkbox"/> City of Santa Monica
Name of Governmental Agency:			
Home Office Location: <i>(Address)</i>		<i>(City)</i>	<i>(State)</i> <i>(Zip)</i>
Agency Telephone # <i>()</i>			
I hereby declare under penalty of perjury that I am an employee of the governmental agency indicated above; and that such charges are incurred in the performance of my official duties as an employee of such agency; and that the foregoing facts and statements are true and correct.			
Executed at: <i>(City)</i>		, <i>(State)</i>	
Signature:		Date:	
TO BE COMPLETED BY OPERATOR/STAFF			
This exemption is not valid unless the person presenting it shows "satisfactory credentials". "Satisfactory credentials" may include, but is not limited to: official government ID card or government business card AND a letter on official government letterhead specifically mentioning that the person presenting the certificate is on official government business.(ordincgo 9/87)			
Verified by:			
_____		_____	
Print Employee's Name		Employee's Signature	
		Date	