



# CONTRA COSTA COUNTY

## TRANSIENT OCCUPANCY TAX EXEMPTION CLAIM FORM FOR GOVERNMENT AGENCIES

Name of Hotel/STR: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contra Costa County Code §2530, 64-4.404 states: "No tax shall be imposed upon: (1) Any person as to whom, or any occupancy as to which, it is beyond the power of the county to impose the tax herein provided; (2) Any federal or state of California officer or employee when on official business; (3) Any officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty."

Government Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federal Tax Identification: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Date of Occupancy: From: \_\_\_\_\_

To: \_\_\_\_\_

The undersigned representative or employee of the Governmental Agency indicated above, certifies that the charges for the occupancy at the above establishment on the dates shown have, or will be, paid for by such Governmental Agency directly; and such charges are incurred in the performance of official duties.

***I declare, under penalty of perjury, that the foregoing statements are true and correct, and the identification submitted is authentic.***

\_\_\_\_\_  
(Signature - Governmental Agency Representative)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

***(A) I have verified the identification submitted to us by the representative/official/employee of the above agency.***

\_\_\_\_\_  
(Signature - Hotel Representative)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**(A)** In the event an occupant is found and proven to have falsified this exemption claim form, the hotel/motel operator will be held responsible for payment of the amount of tax due.

**(B)** **DO NOT SUBMIT THIS FORM WITH YOUR QUARTERLY TOT RETURN.** It should be kept on file for 3 YEARS FROM THE DATE OF THE RETURN (scanned copies are acceptable) and readily made available to a representative of the County Tax Collector's Office for audit purposes upon request.