

# Claim for Exemption from Transient Occupancy Tax

City of Millbrae, California 94030



The undersigned claims exemption from paying the 12% City Transient Room Rate of

\$ \_\_\_\_\_ charged for the period from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ for room / suite # \_\_\_\_

based on the section checked below:

- 1. Any federal or state officer or employee when on official business.
- 2. Any officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty.

I declare under penalty of perjury that the information is true, correct and complete.

--	--

Name of Governmental Agency

Address of Home Office

		/ /
--	--	-----

Signature of Representative

Title

Date

Municipal Code Chapter 3.30

Note: Operators of hotels, etc. should not accept this certificate unless the person presenting it shows satisfactory credentials. A separate exemption certificate is required for each occupancy and for each representative.

\* One of the following documentations MUST be provided with this form to prove exemption:

- A copy of Federal or State travel orders from the employer, or
- A copy of Federal or State warrant (check) issued by employer to pay for the occupancy, or
- A copy of Federal or State credit card issued to the officer or employee, by his or her employer to pay for the occupancy, with numbers blocked out
- A copy of Federal or State officer or employee's photo identification