

# 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

Finance Department, City of Millbrae (650) 259-2352