

TRANSIENT OCCUPANCY TAX EXEMPTION CLAIM FORM

SACRAMENTO CITY CODE SECTION 3.28.060

REQUIRED DOCUMENTATION to be kept by lodging establishment for three years from the date of stay.

- Copy of a redacted government payment (check, credit card, echeck)
AND
- Copy of the government agency identification or business card of the representative listed below

NAME OF HOTEL OR LODGING BUSINESS _____

DATE(S) OF STAY _____

ENTITY FOR WHICH YOU ARE CONDUCTING BUSINESS:

Business Address _____

City _____ State _____ Zip Code _____

REPRESENTATIVE CLAIMING EXEMPTION:

Name _____ Title _____

Phone _____ Email _____

I declare under penalty of perjury that I am the above named individual, I am renting rooms at the establishment indicated solely for the purpose of attending to government business and the reservation is paid by the government agency I represent. Permission of verification is permitted.

Signed _____ Date _____