

---

**TRANSIENT OCCUPANCY TAX EXEMPTION CLAIM FORM**

SACRAMENTO CITY CODE SECTION 3.28.060

Guests must complete the exemption claim form to be eligible for the exemption and submit one of the following:

- Proof of direct payment from government (check, credit card, echeck)
- Business card from guest
- Email from a supervisor confirming travel. (The email address must be from the government agency the guest is employed by and the email must contain the guest's name and dates of travel.)

NAME OF HOTEL OR LODGING BUSINESS \_\_\_\_\_

DATE(S) OF STAY \_\_\_\_\_

ENTITY FOR WHICH YOU ARE CONDUCTING BUSINESS:

\_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

GUEST NAME: \_\_\_\_\_

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 \_\_\_\_\_

As an employee of the above hotel/motel, I declare under penalty of perjury that I have verified the identification of the above guest and confirm that they are an employee of above named government.

Signed \_\_\_\_\_ Date \_\_\_\_\_