



City of Hermosa Beach

Civic Center, 1315 Valley Drive, Hermosa Beach, California 90254-3885

EXEMPTION CERTIFICATE FOR FEDERAL, STATE OF CALIFORNIA AND FOREIGN GOVERNMENT OFFICERS OR EMPLOYEES

SECTION A

Please Check the Appropriate Box:

- Federal Government Employee
- State of California Employee
- Foreign Government Employee

SECTION B

Name of Lodging Facility	Address of Lodging Facility
Date of Occupancy:	
From	To
Name of Employee Claiming Exemption	Name of Government Agency
Agency Department	Agency's Street Address
Agency's Phone Number	City, State, Zip

I certify that the occupancy of the room noted above has been (or will be) furnished for my exclusive use, and that I am the officer or employee of the governmental agency named above, and that such charges are incurred in the performance of my official duties for said governmental agency.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Hotel Guest Claiming Exemption	Date
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SECTION C

OPERATOR: A separate exemption certificate is required for each person and each occupancy. Do not accept the claim unless the person provides you with at least one form of conclusive evidence that his or her occupancy is for the official business of his or her employer. Acceptable forms of proof of exemption consist of only the following (*please check the box that corresponds to the form of proof presented.*)

- Travel orders from the government/federal employer
- A government warrant issued to pay for the occupancy
- A government credit card to pay for occupancy

The person claiming the exemption must also provide **photo identification** substantiating his or her status as a government employee or officer as indicated in Section A of this form. The original of this form, together with a copy of the proof of exemption AND a copy of the guest's photo identification must be maintained by the operator as part of its business records or the claim for exemption from the tax may be denied. All records shall be maintained for a period of four years.

NOTE: A CONTRACTOR FOR A GOVERNMENT AGENCY IS NOT EXEMPT FROM THE TRANSIENT OCCUPANCY TAX.