

CITY OF RANCHO MIRAGE



TRANSIENT OCCUPANCY TAX EXEMPTION CLAIM FORM GOVERNMENT EMPLOYEE OR OFFICER

(California Revenue and Taxation Code §7280 and Rancho Mirage City Code 3.24.040)

INSTRUCTIONS

The Exemption Claim Form must identify each guest to be exempted. To qualify for the exemption, the hotel guest must be BOTH an **employee or officer** of one of the below categories AND **on official government business**.

Types of Government Employers

- Federal Government: (i.e. Military, FEMA, CIA, FBI, HUD, Red Cross, Federal Credit Unions, Federal Financing Bank, Federal Home Loan Banks, Federal Home Loan Mortgage Corporation, Federal Land Bank Associations, Federal National Mortgage Association, Federal Reserve Banks, National Mortgage Associations, National Park Foundation, Neighborhood Reinvestment Corporations, etc.)
- State Government: (i.e. the State Senate, State Assembly, Attorney General's Office, the executive branch of the State government; state regulatory agencies, boards, or commissions; the University of California, the California State University system, etc.)
- Local Government (i.e. City, County, Special Districts, etc.)

Acceptable Forms of Proof

- A copy of the official travel orders indicating the issuing governmental agency and the person's full name.
- A copy of a letter on the official letterhead of an exempt governmental agency requesting exemption and listing the employee's name and stating that the stay is for official government business. The dates of occupancy must also be included.
- A copy of the check from the government employer to pay for the occupancy.

Instructions to Hotel Guest

Complete the Exemption Claim Form and fax (760-324-0528) to the City of Rancho Mirage's Finance Division together with acceptable form of proof. The approved Exemption Claim Form will be faxed to you and the hotel. If your exemption request is denied, Finance Division staff will telephone you to explain the denial.



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GOVERNMENT EMPLOYEE OR OFFICER**

(California Revenue and Taxation Code §7280 and City Code 3.24.040)

Check appropriate box: Employee or Officer of a Federal Government Agency
 Employee of Officer of a California State Agency
 Employee of Officer of a Local Government Agency

Hotel Name _____

Hotel Address _____

Date of Occupancy _____ to _____

Hotel guest (or representative) to fill out the information below. Please PRINT neatly.

Name of guest claiming exemption Government Agency
(Attach list if more than 2 guests)

Agency Department Telephone Number FAX Number

Government Agency Street Address City State Zip Code

I certify that the occupancy of the room(s) noted above has been (or will be) furnished for the exclusive use of the individual(s) listed, and that the individual(s) listed are employees or officers of the federal, state, or local governmental agency named above, and that the occupancy is for official government business.

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

Executed on _____

Signature of hotel guest (or representative) Title
claiming exemption

REQUEST FOR TOT EXEMPTION APPROVED BY CITY OF RANCHO MIRAGE

Authorized Employee Authorized Signature Date

Instructions to Hotel

Retain a copy of this Exemption Claim Form with City's authorized signature and final guest folio for your files for audit purposes.