

TRANSIENT OCCUPANCY TAX-EXEMPTION FORM

Reset Form

HOTEL/MOTEL NAME: _____ ROOM # _____

Date of Occupancy: _____ through _____

Total Rent Paid: \$ Indicate amount of rent collected that is subject to exemption for this reporting period when:

Reason for EXEMPTION: (Please check one)

- Any federal officer or employee (including active military personnel) when on official business.
- Any officer or employee of a foreign government who is exempt by reason of express provisions of federal law or international treaty.

I declare, under penalty of perjury that to the best of my knowledge and belief this statement is true, correct and complete, is made in good faith, and complies with provisions of Article 3 of Chapter 35 of the Monterey City Code.

Signature of Transient

Print Name

Name of Government Agency

Work Phone: _____

Date: _____

Method of Payment: (please check one)

- Agency issued credit card/check
- Direct billing to agency
- Paid directly by employee

Signature of Hotel/Motel Employee

Print Name

ATTENTION HOTEL/MOTEL OWNER: This form completed in full must accompany your monthly report to the City of Monterey in order to receive credit for the exemption. If this form does not accompany the monthly report, you will be responsible for remitting the transient occupancy tax, as well as a late penalty.

Original – To be included with monthly return

Copies – 1) Retain copy for hotel records and 2) provide guest copy

Rev 9/2021

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