



**CITY OF SUNNYVALE  
TRANSIENT OCCUPANCY TAX  
GOVERNMENT EMPLOYEE  
EXEMPTION CLAIM FORM**

(Check appropriate box)

- Federal Government employee
- state of California employee
- Foreign Government employee (if exempt by reason of express provisions of federal law or international treaty)

Hotel Name \_\_\_\_\_ Hotel Address \_\_\_\_\_  
\_\_\_\_\_

Date of occupancy: From \_\_\_\_\_ To \_\_\_\_\_ Total rent paid \$ \_\_\_\_\_

**PLEASE PRINT NEATLY WHEN FILLING IN THE INFORMATION BELOW**

\_\_\_\_\_  
Name of employee claiming exemption Government Agency

\_\_\_\_\_  
Agency Department Area Code and Phone Number

\_\_\_\_\_  
Government Street Address City State Zip Code

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.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at Sunnyvale, California

Signature of hotel guest claiming exemption \_\_\_\_\_

OPERATOR: A separate exemption claim form is required from each person. Do not accept the claim unless the person provides you with at least one of the acceptable proof of exemptions forms shown below\*. The original of this form **AND** a copy of the proof of exemption must be maintained by the operator as part of the business records or the claim for exemption from tax may not be approved. The employee must provide photo identification issued by the exempt government agency.

**A CONTRACTOR FOR A GOVERNMENT AGENCY IS NOT EXEMPT FROM TRANSIENT OCCUPANCY TAX.**

\*Acceptable proof of exemption:

1. A copy of the warrant or check drawn on the treasury of the United States or state of California.
2. A copy of the official travel orders indicating the issuing governmental agency and the person's full name.
3. 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.

City of Sunnyvale  
Attention: Finance/Transient Occupancy Tax  
P.O. Box 3707  
Sunnyvale, CA 94088-3707  
(408) 730-7656