



TRANSIENT OCCUPANCY TAX EXEMPTION CERTIFICATE

FOR GOVERNMENT OFFICERS/EMPLOYEES

INSTRUCTIONS

As provided in Section 2-9-403 subsection parts 2 and 3 of the Irvine Municipal Code, **Federal or California State** officers/employees shall be exempt from Irvine's Transient Occupancy Tax **when they are conducting official business**. The following form assists the hotel operator in validating each exemption claimed under this section. An exemption certificate signed by the guest is required to support all such exemptions claimed on the monthly Transient Occupancy Tax return, and will be examined in the course of periodic reviews conducted by an independent accounting firm.

The official or employee (guest) should complete their name, agency, and location of home office, dates of occupancy, and room number. The official or employee must sign the exemption certificate stating that they are on official business of the qualified agency and therefore entitled to the exemption.

The guest shall provide one of the following documents as conclusive evidence of occupancy for official business:

- Travel order from the agency
- Government warrant for occupancy
- Government credit card for occupancy

The hotel operator shall complete the date, hotel name, and hotel address, document proof of official business, and sign the bottom of the form.



TRANSIENT OCCUPANCY TAX EXEMPTION CERTIFICATE

FOR GOVERNMENT OFFICERS/EMPLOYEES

DATE: _____

TO: DIRECTOR OF ADMINISTRATIVE SERVICES
CITY OF IRVINE

FROM: _____
ESTABLISHMENT NAME

ADDRESS

I declare under penalty of perjury, that I, the undersigned, am a **FEDERAL OR CALIFORNIA STATE** government official or employee; that the charges for the occupancy at the above establishment on the dates set forth below are incurred in the performance of my official duties as an official or employee of such agency.

OCCUPANT NAME	DATES OF OCCUPANCY	ROOM#
	TO	
GOVERNMENTAL AGENCY	LOCATION OF HOME OFFICE	

SIGNATURE

Hotel operator should **ONLY** accept this certificate when accompanied by one of the following: a travel order from their government employer, a government warrant, or a government credit card issued by their employer to pay for the occupancy. The Hotel operator is responsible for verifying the occupancy documentation for official business. A separate exemption certificate is required for each occupancy and for each governmental official or employee.

TO BE COMPLETED BY HOTEL OPERATOR/STAFF:

BY SIGNING BELOW, HOTEL STAFF HAS VERIFIED THE VALIDITY OF THE OCCUPANCY FOR OFFICIAL BUSINESS USING ONE OF THE FOLLOWING (Check one): TRAVEL ORDER GOVERNMENT WARRANT GOVERNMENT CREDIT CARD

VERIFIED AND RECEIVED BY:

SIGNATURE OF HOTEL STAFF

DATE

PRINT HOTEL STAFF NAME