



# TRANSIENT OCCUPANCY TAX

## Exemption Claim Form

Please return completed form to: City of Sunnyvale □ Department of Finance □ 650 W Olive Avenue, Sunnyvale, CA 94086 □ Office Hours: Monday – Friday, 8 a.m. to 5 p.m. □ 408 730-7670

The City of Sunnyvale Transient Occupancy Tax Ordinance (Section 3.16.050) states that no tax shall be due for hotel occupancy for the exemptions listed below. This form is to be kept with the Operator and made available for inspection by the Tax Administrator upon request. **A separate form is required for each person and each occupancy.**

Property Name \_\_\_\_\_

(Name of Hotel or Rental Property)

Property Address \_\_\_\_\_

Dates of Occupancy

From \_\_\_\_\_

(check in date)

To \_\_\_\_\_

(check out date)

Total Rent Paid \$ \_\_\_\_\_

### GUEST INFORMATION

Guest Claiming Exemption \_\_\_\_\_

Guest Phone Number \_\_\_\_\_

### GOVERNMENT EXEMPTIONS – *complete this section if claiming State/Federal/Foreign Employee Exemption*

Agency Name \_\_\_\_\_

Agency Department \_\_\_\_\_

Agency Address \_\_\_\_\_

### EXEMPTION REQUESTED

- Non-Transient Occupancy:** A guest is transient for the first 30 days of continuous stay and taxable for that period. Once 30 days elapse, the guest becomes non-transient and exempt from tax for the remaining uninterrupted stay. **Note:** If there is a non-refundable, contractual agreement for a stay of more than 30 days upon check in, the guest is not subject to the tax for any portion of the stay and a claim form is not required.
- State of California/Federal Officer or Employee\*:** Any federal or state of California officer or employee on business who shall pay rent by warrant or check drawn on the Treasury of the United States or the state of California or who provides written evidence of such official business on an official claim form approved in advance by the tax administrator. Government contractors are not exempt from this tax.
- Foreign Government Officer or Employee\*:** Any officer or employee of a foreign government exempt by reason of express provisions of federal law or international treaty.

### GUEST SIGNATURE

I declare under penalty of perjury that all the above information is true and correct to the best of my knowledge.

Signature of Guest Claiming Exemption \_\_\_\_\_

Date \_\_\_\_\_

\* **OPERATOR:** Contractors for government agencies are not exempt from tax. Do not accept this form unless the guest provides you with at least one acceptable proof of exemption: 1) copy of the warrant or check drawn on the treasury of the United States or state of California, 2) copy of the official travel orders indicating the issuing governmental agency and the guest's full name, 3) 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 be included.