



**TRANSIENT OCCUPANCY TAX EXEMPTION CERTIFICATE**

**Long Beach Municipal Code Section: Section 3.64.040 EXEMPTIONS**

- (a) Any person as to whom, or any occupancy as to which, it beyond the power of the City to impose the tax herein provider.
- (b) Any Federal or State of California officer or employee when on official business.

To \_\_\_\_\_  
(NAME OF HOTEL/MOTEL) (ADDRESS)

This is to certify that I, the undersigned, am a representative of the Governmental Agency indicated below; that the charges for the occupancy at the above establishment on the dates set forth below have been, or will be, paid for by such Governmental Agency; and that such charges are incurred in the performance of my official duties as a representative or employee of such Governmental Agency.

Provided, however, that no exemption shall be granted under subsection (a) or (b) of this section except upon claim therefore made at the time rent is collected and under penalty of perjury, upon a form prescribed by the Business License Section.

DATES OF OCCUPANCY \_\_\_\_\_

_____	_____	20____
(GOVERNMENTAL AGENCY)	(SIGNATURE OF REPRESENTATIVE) SIGNED UNDER PENALTY OF PERJURY	(DATE)

Location of Home Office \_\_\_\_\_

**NOTE:** Operators of Hotels/Motels should not accept this certificate unless the person presenting it shows satisfactory credentials. A separate exemption certificate is required for each occupancy and for each representative.

**ALL RECORDS SHALL BE RETAINED FOR A PERIOD OF FIVE YEARS.**

