COUNTY OF ALAMEDA - UNINCORPORATED AREAS HOTEL AND LODGING TAX GOVERNMENT EMPLOYEE EXEMTION FORM

Check appropriate box	[]	 Federal Government Employee (including Military) State or Local Government Employee Foreign Government Employee (who is exempt by reason of express provision of federal law or international law) 					
	[]						
	[]						
Hotel Name		Hotel Add	ress				
Date of Occupancy:	From_	To		_ Total Rent Pa	nid: \$		
Name of Employee claiming exemption				Government Agency			
Agency Department			Area	Area Code and Telephone Number			
Governmental Agency Street Address			City		State/County	zip code	
	vernment	ne room noted above has bee al Agency named above, and ency.					
I declare under penalty	of perjury	y under the laws of the State	of California	that the foregoi	ng is true and correct.		
Executed this date	at A			ameda County, California			
Signature of hotel guest claiming exemption				Title			

A CONTRACTOR FOR A GOVERNMENT AGENCY IS NOT EXEMPT FROM HOTEL AND LODGING TAX

<u>OPERATOR</u>: A separate exemption claim form is required from each governmental employee claiming this exemption for each occupancy. Do not accept the claim unless each such person provides you with an acceptable proof of exemption. 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.

Submit a copy of this form and a copy of the proof of exemption with the Hotel and Lodging Tax Exemption Report.

Acceptable proof includes:

- 1. A copy of a letter on the official letterhead of an exempt governmental agency requesting exemption, listing the employee's name, and stating that the stay is for official government business. The dates of occupancy must also be included.
- 2. A copy of the official travel orders indicating the issuing governmental agency and the person's full name.
- 3. A copy of the warrant or check drawn on the treasury of the United States or State of California made payable to the hotel for hotel occupancy.
- 4. Registration form or ticket to a conference related to government business at the location for the dates on which the employee is staying.