



**EXEMPTION FORM**

Assessments will not be collected on the following:

- A. Stays by any officer or employee of a foreign government who is exempt by reason of express provision of Federal Law or international treaty.
- B. Any Federal or State of California officer or employee on official business who shall provide one of the following:
  - (1) A warrant or check drawn on the Treasury of the United States, or
  - (2) A copy of the official travel orders including the issuing governmental agency and the employee's full name, or
  - (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.
- C. Long-term stays (over 30 days).

These requirements must be demonstrated by the guest at the time of registration. Failure to satisfy these requirements will result in no assessment exemption. Copies of the documentation for each exemption claimed must be submitted with this form to the Director of Finance with each remittance of assessments.

**Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_

**Reporting Period:** \_\_\_\_\_

Item No.	Room No.	Guest Name	Number Days Exempt	A, B or C Exempt. Code	Daily/ Weekly Rate \$	Total Dollars Exempt	Original Check-in Date	Original Exemption Date	Exemption Dates This Month	
									Start	End
1										
2										
3										
4										
5										
6										
7										
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19										
20										

*\*Exemptions listed herein are subject to audit.*

**TOTAL DOLLARS EXEMPT ON THIS PAGE: \$**