



Check appropriate box  Federal Government Employee (including Military)  
 State of California Employee  
 Foreign Government Employee (who is exempt by reason of express provision of Federal or international treaty).

Hotel Name \_\_\_\_\_ Hotel Address \_\_\_\_\_

Date of Occupancy: From \_\_\_\_\_ To \_\_\_\_\_ Total Rent Paid \$ \_\_\_\_\_

PLEASE PRINT NEATLY WHEN FILLING IN THE INFORMATION BELOW

\_\_\_\_\_  
Name of employee claiming exemption Government Agency

\_\_\_\_\_  
Agency Department Telephone Number

\_\_\_\_\_  
Government Street Address City State Zip Code

I certify that the occupancy of the room noted above has been (or will be) furnished for my exclusive use, and that I am the officer or employee of the governmental agency name above, and that such charges are incurred in the performance of my official duties for said governmental agency.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ at Santa Clara, California

Signature of hotel guest claiming exemption \_\_\_\_\_

A CONTRACTOR FOR A GOVERNMENT AGENCY IS NOT EXEMPT

**OPERATOR:** A separate exemption claim form is required from each person. Do not accept the claim unless the person provides you with at least one of the acceptable proof of exemptions forms show below at the time of registration. 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 the assessment may not be approved.

\*Acceptable proof of exemption:

- 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.