



City of Santa Clara

The Center of What's Possible

TRANSIENT OCCUPANCY TAX, COMMUNITY FACILITIES DISTRICT TAX, and TOURISM IMPROVEMENT DISTRICT ASSESSMENT TAX EXEMPTION REPORT

No tax or assessment will be collected on the following: (Pursuant to Santa Clara City Code Sec. 3.25.040 and Resolution 21-8946)

- 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. Occupancy for a period of thirty-one (31) consecutive days or more.

These requirements must be demonstrated by the guest at the time of registration. Failure to satisfy these requirements will not result in an assessment exemption. Along with this form, copies of documentation for each exemption claimed must be submitted to the City of Santa Clara with each remittance of taxes and assessments.

Hotel/Motel/Owner: _____ **Reporting Period:** _____

Address: _____

City, State, Zip: _____

Item No.	Room No.*	Guest Name	Number Days Exempt	Exempt Code (A, B or C)	Daily/Weekly Rate (\$)	Total Exempt Amount	Original Check-in Date	Original Exemption Date	Exemption Dates This Period	
									Start	End
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Total dollars exempt this page: \$

OPERATOR: Use this form to report guests exempt from Transient Occupancy Tax (TOT), Community Facilities District (CFD) Tax, and Santa Clara Tourism Improvement District (SCTID) Assessment. Attach this form to TOT, CFD, and SCTID Assessment Tax Return.

Note: The CFD Tax applies only to a subset of hotels that are located in the vicinity of Levi's Stadium. The SCTID Assessment applies only to notified hotels in the SCTID Management Plan.

City of Santa Clara
Business Tax Division
1500 Warburton Avenue
Santa Clara, CA 95050
(408) 615-2310

*If multiple rooms, enter "M" in lieu of a room number and attach a separate list referencing the Item No. from this form and all applicable room numbers.