TRANSIENT OCCUPANCY TAX EXEMPTION CLAIM FORM
(Claiming Exemption from Paying Transient Occupancy Tax Assessed per Municipal Code § 3.24)

Chapter 3.24.030 of the Arroyo Grande Municipal Code provides that:

For the privilege of occupancy in any hotel, each transient shall be subject to and shall pay a tax in the amount of ten (10) percent of the rent charged by the operator. Such tax shall constitute a debt owed by the transient to the city, which debt shall be extinguished only by payment to the operator or to said city. The transient shall pay the tax to the operator of the hotel at the time the rent is paid."

Chapter 3.24.020 of the Arroyo Grande Municipal defines "transient" as:

…any person who exercises occupancy or is entitled to occupancy by reason of concession, permit, right of access, license, or other agreement for a period of thirty (30) consecutive calendar days or less, counting potions of calendar days as full days…

If certain conditions are met and a claim is filed on prescribed forms, the Municipal Code also provides for exemptions from paying Transient Occupancy Tax.

Any such person so occupying space in a hotel shall be deemed to be a transient until the period of thirty (30) days has expired, unless there is an agreement in writing between the operator and the occupant providing for a longer period of occupancy.

And under Chapter 3.24.040

B. Any federal and state officer or employee when on official business;

C. Any officer or employee of a foreign government who is exempt by reason of an express provision of federal law or international treaty.

No exemption shall be granted except upon a claim therefor, made at the time the rent is collected and under penalty of perjury, upon a form prescribed by the tax administrator.

PART I: CLAIM FOR EXEMPTION WHEN STAY EXCEEDS 30 CONTINUOUS CALENDAR DAYS OR A SIGNED CONTRACT EXISTS
(*To be completed at check-in or at the start of the non-transient portion, or 31st day, of the stay*)

ROOM NUMBER OR ADDRESS OCCUPIED	GUEST NAME & HOME OR BUSINESS ADDRESS	OCCUPANCY DATES (FROM/TO)	*INITIAL AND ATTACH A COPY IF A SIGNED CONTRACT EXISTS		INITIAL IF EXEMPT ON 31ST DAY AFTER CHECK-IN	
			Guest	Operator	Guest	Operator

I, the Guest, declare under penalty of perjury that my information and dates on this form are true and correct. I believe I meet the City of Arroyo Grande's requirement of a continuous stay of more than thirty (30) consecutive calendar days, and therefore, I claim exemption for the non-transient portion of my remaining continuous stay.

_____   _____   _____
(Guest Signature)   **(Date)**   **(Business/Cell Phone No.)**

PART II: CLAIM FOR EXEMPTION WHEN CLAIMANT QUALIFIES AS FEDERAL, STATE, OR INTERNATIONAL EMPLOYEE OR OFFICER (*To be completed by a representative or employee of a governmental agency requesting exemption*)

EMPLOYEE (GUEST) NAME:	DRIVER'S LICENSE NO./STATE
Governmental Agency Name:	
Home Office Address:	City/State/Zip:

Type of Government: Federal ☐ State ☐ Local ☐	Agency Phone No.	
Amount paid for Room	Occupancy Dates (From/To):	This exemption is not valid unless the occupant's Government Agency Calling Card, Agency Letter, or ID Card is attached. *Verified by:*
		Print Hotel Employee's Name / *Hotel Employee's Signature*

I hereby declare under penalty of perjury that I am a representative or employee of the governmental agency indicated above; and that such charges are incurred in the performance of my official duties as a representative or employee of such agency; and that the foregoing facts and statements are true and correct.

_____   _____   _____
(Guest Signature)   **(Date)**   **(Hotel Name/Address)**   **Arroyo Grande, CA**