

Government Exemption Form

U.S. Federal Employee

State of California Employee

Foreign Government Representative

Federal Credit Union Employee

Establishment _____

Dates of occupancy: From _____ to _____ Total Rent Paid \$ _____

I certified that the occupancy of the facilities noted above have been furnished for my exclusive use, and that I am the officer or employee or representative of the agency or government named above and that such charges are incurred in the performance of my official duties for said agency or government.

Print Name of person Claiming _____ Signed by: _____

Without email one of the following documentation, the city's transient tax is not waived without prior approval by the Supervisor of Revenue Collections of City of Palo Alto:

1. A copy of the warrant or check drawn on the Treasury of the United States or the State of California.
2. A copy of the warrant or check from a Federal Credit Union and official travel orders on credit union letterhead stating the employee's full name and dates of travel. State Credit Unions do not qualify.
3. A copy of the official travel orders showing issuing agency or government and the person's full name. If the official travel orders do not include the employee name, a copy of the government ID card must accompany it.
4. A copy of the agency or governmental letter on official letterhead, requesting exemption and listing person's full name.
5. A copy of a credit card receipt for a card issued on official letterhead, requesting exemption and listing person's full name.
6. A copy of the foreign diplomat ID card issued by the United States Department of State.
7. To qualify for a non-transient exemption, your stay of 30 days must be continuous in accordance with the City of Palo Alto Ordinance No. 3704, section 2.33.010(d)
8. The City Transient Occupancy Tax rate is 14%