

CITY OF DANA POINT



TRANSIENT OCCUPANCY TAX EXEMPTION CERTIFICATE

Dana Point Municipal Code Section: Section 3.25.040 EXEMPTIONS

- (a) Any person as to whom, or any occupancy as to which, it is beyond the power of the City to impose the tax herein provided.
- (b) Any Federal or State of California officer or employee when on official business.
- (c) Any officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty.

To _____
(NAME OF HOTEL/MOTEL) (ADDRESS)

This is to certify that I, the undersigned, am a representative of the Governmental Agency indicated below; that the charges for the occupancy at the above establishment on the dates set forth below have been, or will be, paid for by such Governmental Agency; and that such charges are incurred in the performance of my official duties as a representative or employee of such Governmental Agency. No exemption shall be granted except upon a claim therefore made at the time rent is collected and under penalty of perjury, upon this form.

DATE(S) OF OCCUPANCY: _____

(NAME OF AGENCY) (PRINTED NAME & SIGNATURE OF REPRESENTATIVE) (DATE)
SIGNED UNDER PENALTY OF PERJURY

Agency Contact Phone: _____

Location of Home Office: _____

NOTE: Operators of Hotels/Motels should not accept this certificate unless the person presenting it shows satisfactory credentials. A separate exemption certificate is required for each occupant and for each representative. In the event the City finds that the credentials are not sufficient, the City will hold the Hotel/Motel responsible for the Transient Occupancy Tax.

ALL RECORDS SHALL BE RETAINED FOR A PERIOD OF THREE YEARS AND MADE AVAILABLE TO THE CITY IN ACCORDANCE WITH DANA POINT MUNICIPAL CODE SECTION 3.25.110

City of Dana Point
"Harboring the Good Life"
33282 Golden Lantern
Dana Point, CA 92629-1805
Telephone: (949) 248-3524 Fax: (949) 248-9920