



**COUNTY OF SANTA CRUZ TAX COLLECTOR  
EDITH DRISCOLL – TAX COLLECTOR**

**P.O. BOX 5639  
SANTA CRUZ, CA 95063  
(831) 454 - 2510**

This is to certify that I, the undersigned, am exempt from the Transient Occupancy Tax imposed by this hotel / motel / inn collecting the tax on behalf of the County of Santa Cruz by Ordinance 4.24.040

My right of exemption from this tax is claimed in the amount of \$ \_\_\_\_\_ (total room rent) for the following reason (please check the appropriate box).

- Any officer or employee of a foreign government who is exempt by reason of express provision of federal or international law.
- Other / Describe:

HOTEL/MOTEL/INN NAME \_\_\_\_\_

DATE OF OCCUPANCY – FROM \_\_\_\_\_ TO \_\_\_\_\_

ROOM RATE \$ \_\_\_\_\_ ROOM # \_\_\_\_\_

GOVERNMENT AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF IMMEDIATE SUPERVISOR: \_\_\_\_\_

I hereby certify (or declare) under penalty of perjury, that the foregoing statements are true and correct.

\_\_\_\_\_  
SIGNATURE OF CLAIMANT

\_\_\_\_\_  
SIGNATURE OF HOTEL EMPLOYEE  
VERIFYING VALIDITY OF CLAIM

PRINTED NAME OF CLAIMANT \_\_\_\_\_ DATE \_\_\_\_\_

WORK PHONE: (     ) \_\_\_\_\_

- The Exemption Claim from Transient Occupancy Tax shall not be approved unless the person requesting the exemption presents a satisfactory credentials/orders reflecting current performance of official duties.
- A copy of the credentials/orders reflecting current performance of official duties.
- A separate exemption claim must be filed for each occupied room subject to rental for which the exemption is requested. **DO NOT SEND THIS FORM TO TAX COLLECTOR.**
- Please retain the original exemption form and all supporting documents with your records. This form may be subject to review in event of a county audit for the period of three years as prescribed by the Transient Occupancy Ordinance 4.24.040
- State and local government employees, contractors, federal government chartered companies, and subcontractors are not eligible for exemption from the tax.