



TRANSIENT OCCUPANCY TAX EXEMPTION CERTIFICATE

FOR GOVERNMENT OFFICERS/EMPLOYEES

INSTRUCTIONS

As provided in Section 2-9-403 subsection parts 2 and 3 of the Irvine Municipal Code, **Federal or California State** officers/employees shall be exempt from Irvine's Transient Occupancy Tax **when they are conducting official business**. The following form assists the hotel operator in validating each exemption claimed under this section. An exemption certificate signed by the guest is required to support all such exemptions claimed on the monthly Transient Occupancy Tax return, and will be examined in the course of periodic reviews conducted by an independent accounting firm.

The official or employee (guest) should complete their name, agency, and location of home office, dates of occupancy and room number. The official or employee must sign the exemption certificate stating that they are on official business of the qualified agency and therefore entitled to the exemption.

The guest shall provide one of the following documents as conclusive evidence of occupancy for official business:

- Travel order from the agency
- Government warrant for occupancy
- Government credit card for occupancy

The hotel operator shall complete the date, hotel name, and hotel address, document proof of official business and sign the bottom of the form.