



City of West Hollywood
 Revenue Management Division
 8300 Santa Monica Boulevard ♦ West Hollywood ♦ CA 90069

TRANSIENT OCCUPANCY TAX

TYPE "C" EXEMPTION CERTIFICATE FOR FOREIGN DIPLOMATIC or CONSULAR PERSONNEL

This form is to be completed by a Foreign Diplomat, or Consular Service Personnel Member, requesting an exemption from West Hollywood's Transient Occupancy Tax under Sec. 3.23.040 Exemption of the West Hollywood Transient Occupancy Tax. The hotel operator, as defined under Sec. 3.32.020, Definitions of the West Hollywood Transient Occupancy Tax Code, must retain this completed form and supporting documents for three years.

Name of Hotel:		
Address:		
Number & Street		West Hollywood, CA Zip: 90069
Dates of Occupancy:		Amount Paid for Room:
Check In:	Check Out:	
Foreign Diplomat/Consular Name:		
First Name:	Last Name:	
Foreign Diplomat/Consular USA Address:		
(Address)	(City)	(State) (Zip)
Foreign Diplomat/Consular Telephone #:		
Country Represented:	Drivers License:	
	(Country/State)	(Number)
Foreign Agency Headquarters:		
(Address)	(City)	(State) (Zip)
Foreign Agency Telephone #		
<p>I hereby declare under penalty of perjury that: (1) I am a Foreign Diplomat or Consular Service Personnel Member; (2) I understand that in order to be exempt from the payment of Hotel Taxes, I must present a valid Individual or Mission Tax Exemption Card bearing my name; (3) I understand that no exemption will be granted, if I do not submit a copy of a valid Department of State Tax Exemption Card; (4) The foregoing facts and statements are true and correct.</p>		
Executed at: City _____, State _____		

Signature: _____

Date: _____

NOTE: Operators should not accept this certificate unless the person presenting it submits satisfactory proof that he/she meet the requirements for the exemption (e.g. an Individual or Mission Tax Exemption Card.) A separate exemption certificate is required for each occupant claiming this exemption.

TO BE COMPLETED BY HOTEL OPERATOR/STAFF

This exemption is not valid unless a copy of the Individual or Mission Tax Exemption Card is attached.

VERIFIED BY:

 Print Hotel Employee's Name

 Hotel Employee's Signature

 Date