



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

TRANSIENT OCCUPANCY TAX

TYPE "B" EXEMPTION CERTIFICATE FOR GOVERNMENTAL AGENCIES

This form is to be completed by a representative or employee of a governmental agency requesting an exemption from West Hollywood's Transient Occupancy Tax under Sec. 3.32.040, Exemptions of the West Hollywood Transient Occupancy Tax Code. The hotel operator, as defined under Sec. 3.32.020, Definitions, 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: Check In: _____ Check Out: _____		Amount Paid for Room:	
Employee Name: First Name: _____ Last Name: _____			
Employee Address:			
Employee Telephone #:	Drivers License: State _____ Number _____		
Type of Government: Federal	State of:	Local Government:	
Governmental Agency: Name of Agency			
Home Office Location: (Address) _____ (City) _____ (State) _____ (Zip) _____			
Agency Telephone #			
I hereby declare under penalty of perjury that I am a representative or employee of the governmental agency indicated above; and that such charges are incurred in the performance of my official duties as a representative or employee of such agency; and that the foregoing facts and statements are true and correct			
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. Government Agency Calling Card, Agency Letter, or Identification Card). A Separate exemption certificate is required for each occupant claiming the application.

TO BE COMPLETED BY HOTEL OPERATOR/STAFF

This exemption is not valid unless the occupant's Government Agency Calling Card, Agency Letter, or ID Card is attached

VERIFIED BY:

 Print Hotel Employee's Name

 Hotel Employee's Signature

 Date