



CITY OF GLENDORA

Transient Occupancy Tax (TOT) Exemption Claim Form

Government Employee or Officer

This is to certify that I, the undersigned, am exempt from the imposition of Transient Occupancy Tax imposed by this hotel/motel/inn collecting the tax on behalf of the City of Glendora.

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

Federal or State of California employee or officer while on official business only. Payment for such occupancy is to be made by duly authorized voucher payment from the governing agency.

Foreign government employee or officer who is exempt by reason of express provision of Federal law or international treaty.

ESTABLISHMENT NAME _____

DATE OF OCCUPANCY - FROM _____ TO _____

ROOM RATE \$ _____ ROOM # _____

GOVERNMENT AGENCY _____

ADDRESS _____

PURPOSE OF STAY _____

NAME & PHONE NUMBER OF SUPERVISOR OR OTHER PERSON WHO CAN VERIFY BUSINESS PURPOSE

_____ () _____

CERTIFICATION

I certify that my above-named employer is exempt from payment of any transient occupancy taxes of the City of Glendora. I hereby acknowledge and agree that the above listed hotel or motel stay is to be used for official Federal/State/Foreign government purpose(s) of my above-named employer. If this stay is used, in whole or part, for non-business purposes, I shall be liable for payment of the applicable transient occupancy tax of the City of Glendora for my occupancy on such non-business days.

I certify and declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Signature of Claimant

Date

Print Name

() _____
Work Phone

Received & Verified By: Print Hotel Employee's Name

Signature of Hotel Employee

NOTE:

- A separate exemption form must be filed for each occupied room subject to rental for which the exemption is requested.
- Do not accept this claim unless the person provides you with acceptable proof of exemption (i.e., a copy of official travel orders or some proof of official business and ID).
- This original form AND a copy of the proof of exemption must be submitted with your Monthly Transient Occupancy Tax Return to the City of Glendora in order to receive credit for the exemption.
- Please retain a copy of the exemption form and all supporting documents with your records.
- Any questions regarding TOT exemptions, please email: Support@hdlgov.com



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