



**County of Ventura
Treasurer-Tax Collector**



**TRANSIENT OCCUPANCY TAX
TYPE "A" EXEMPTION CERTIFICATE FOR GOVERNMENTAL AGENCIES**

This form is to be completed in full by persons claiming exemption from the Transient Occupancy Tax of the County of Ventura and signed and verified by the operator. Any exemption applies only to those days during which you are engaged in business for your employer and not to other days of your occupancy.

- Check appropriate box: Federal Government Employee (including Military) on official business only (NOT contractors)
 Federal Credit Union Employee on official business only
 American Red Cross (with A.R.C. ID and on official business only)
 Representatives of Foreign Sovereigns (with Mission Tax Exemption Photo ID card)

TO BE COMPLETED BY CLAIMANT

Name of Claimant:	
Title:	Business Phone:
Federal Government Agency (or Foreign):	
Purpose of Stay:	
Agency Address:	Phone:
Name & phone # of Immediate Supervisor:	
Operator/Business Name:	
Business Address:	
Date(s) of occupancy for official business only: (Check In):	(Check Out):

I hereby certify 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.

Signature of Claimant

Date

Printed Name of Claimant

TO BE COMPLETED BY OPERATOR

HOTEL OPERATOR: One Exemption form per person. Accept only fully completed forms, and check for US Govt. photo ID (not Driver's License). The operator is required to keep this Exemption form along with all supporting documentation for three years and be made available for inspection by the Treasurer-Tax Collector.

PLEASE SELECT VERIFICATION OF OFFICIAL BUSINESS STAY:

- Payment using a warrant, check, or credit card, drawn on the Treasury of the United States.
 Official travel orders from the governmental agency showing the person's full name.
 A letter on official federal governmental agency letterhead requesting exemption, specifying employee's name, stating the stay is for official government business. Must include occupancy dates. Photocopied letters completed by employees are not acceptable.
 Foreign Dignitaries – **Mission Tax Exemption Photo ID Card** issued by the United States Department of State.

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

Verified by:

Signature of Employee Verifying Claim

Title

Printed Name of Employee

Date