



CITY OF GLENDALE, CALIFORNIA

Finance

141 N. Glendale Ave., Suite 346

Glendale, CA 91206-4975

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glendaleca.gov

Transient Occupancy Tax Exemption Certificate for Governmental Agencies

This form is to be completed by a representative or employee of a governmental agency requesting an exemption from City of Glendale's Transient Occupancy Tax under Section 4.32.040 of the Glendale Municipal Code (GMC). The hotel operator, as defined in GMC, must retain this completed form and supporting documents for seven years.

NAME OF HOTEL					
ADDRESS				SUITE #	
CITY		STATE		ZIP CODE	
DATES OF OCCUPANCY CHECK IN: CHECK OUT:				AMOUNT PAID FOR ROOM	
EMPLOYEE NAME (FULL)					
GOVERNMENTAL AGENCY					
LOCATION OF HOME OFFICE (ADDRESS)				SUITE #	
CITY		STATE		ZIP CODE	
AGENCY PHONE NO.		AGENCY FAX NO.		AGENCY WEBSITE	

I hereby declare under penalty of perjury that I, the undersigned, am a representative or employee of the governmental agency indicated above; that the charges for the occupancy at the above establishment on the dates set forth have been, or will be, paid for by such governmental agency; and that such charges are incurred in the performance of my official duties as a representative or employee of such governmental agency.

SIGNATURE			DATE		
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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 Identification Card, Agency Letter, etc.). 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 ID Card or Agency Letter is attached

VERIFIED BY:		
Print Hotel Employee's Name	Hotel Employee's Signature	Date