THE CITY OF
SAN DIEGO
CITY OPERATIONS BUILDING • 1222 FIRST AVENUE • SAN DIEGO, CALIFORNIA 92101

OFFICE OF
CITY TREASURER

TRANSIENT OCCUPANCY TAX
(619) 236-6647
(619) 236-7134 FAX

REQUEST FOR TOT EXEMPTION FOR EMPLOYEES OF THE UNITED STATES GOVERNMENT AND ITS INSTRUMENTALITIES

This form is to be completed in full by persons claiming exemption from the Transient Occupancy Tax (TOT) of the City of San Diego. 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. Please print the information requested below.

Name/Title: _____

Work Phone Number: _____

Employer Name/Address: _____
(include City, State, Zip)

Supervisor's Name & Phone Number: _____

Purpose of Stay: _____

Date(s) & Location of Event: _____

Hotel Name & Location: _____

Date(s) of Hotel Or Motel Stay: _____

Documentation Used for Proof of Employment: _____

I certify under penalty of perjury that the above information is correct and that the purpose of the above mentioned stay is for official Federal government business. If this stay is determined to be used, in whole or in part, for non-business purposes, I shall be liable for payment of the applicable transient occupancy tax of the City of San Diego for my occupancy on such non-business days.

_____
Signature Date: