



**Hotel/Motel Transient Occupancy Tax Waiver  
Exemption Claim for Government Agency**

Name \_\_\_\_\_

Title \_\_\_\_\_

Motel/Hotel \_\_\_\_\_

Location \_\_\_\_\_

Arrival \_\_\_\_\_ Departure \_\_\_\_\_

This is to certify that I, the undersigned, am a representative or employee of the Sonoma County Office of Education, an agency of the State of California. The charges for occupancy at the above-named establishment on the dates indicated have been or will be paid for by the Sonoma County Office of Education and were incurred in the performance of my official duties as a representative or employee of that governmental agency.

I hereby declare under penalty of perjury that the foregoing statements are true and correct.

Signature of employee \_\_\_\_\_ Date \_\_\_\_\_

**Instructions to employee:** When making a hotel/motel reservation for business travel within the State of California, notify the reservation desk of the official nature of your stay and request an exemption from the Transient Occupancy Tax. Complete this form and present it upon payment of the hotel-motel bill (i.e., at the time of registration or, if the reservation is prepaid, upon making the confirmed reservation.)

**Instructions to the hotel/motel:** If you have any questions concerning granting a Transient Occupancy Tax exemption to this Sonoma County Office of Education employee, contact the local city or county tax collector for approval. Please retain this form for your files in order to substantiate your tax report.