



CITY OF HAWTHORNE
Transient Occupancy Tax
Government Employee Exemption Form

(California Revenue and Taxation Code 7280 and City Code 3.40.060)

REQUEST FOR TOT EXEMPTION FOR UNITED STATES AND STATE OF CALIFORNIA GOVERNMENT EMPLOYEES AND THEIR INSTRUMENTALITIES

This form is to be completed in full by persons claiming exemption from the Transient Occupancy Tax of the City of Hawthorne. 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 Telephone Number: _____

Government Entity (Employer): _____

Employer Address: _____

(Include City, State, Zip)

Purpose of Stay: _____

Date(s) and Location of Event (if applicable): _____

Hotel Name and Location: _____

Date(s) of Hotel/Motel Stay: _____

Supervisor's Name and Telephone Number: _____

I certify under penalty of perjury that the above information is correct and that the purpose of the above mentioned stay was for official Federal or State of California Government business. If this stay is 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 Hawthorne for my occupancy on such non-business days.

Signature Date



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A separate exemption claim form is required from each person. Do not accept the claim unless the person provides you with at least one form of conclusive evidence that his or her occupancy is for the official business of his or her employer. Acceptable forms of proof of exemption consist of the following (Please check the box that corresponds to the form of proof presented.)

	Travel orders from his or her government employer
	A government warrant issued by his or her employer to pay for occupancy
	A government credit card issued by his or her employer to pay for occupancy

The guest claiming the exemption must also provide photo identification substantiating his or her status as a government employee or officer. The original of this form, together with a copy of the proof of exemption AND a copy of the guest's photo identification must be maintained by the operator as part of its business records or the claim for exemption from the tax may be denied.

Name of Hotel/Motel:	Name of employee accepting Exemption:
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