



**DEPARTMENT OF FINANCE  
TREASURER-TAX COLLECTOR  
COUNTY OF MONO**

P.O. BOX 495, BRIDGEPORT, CALIFORNIA 93517  
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*Leslie Chapman  
Finance Director*

*Rosemary Glazier  
Assistant Finance Director  
Treasurer-Tax Collector*

**EXEMPTION CLAIM FROM TRANSIENT OCCUPANCY TAX**

This is to certify that I, the undersigned, am exempt from the imposition of Transient Occupancy Tax Imposed by this hotel/motel/inn collecting the tax on behalf of the County of Mono by Ordinance No. ORD 04-05, Chapter 3.28.

My right of exemption from the transient tax is claimed in the amount of \$ \_\_\_\_\_ (total room rent) for the following reason (please check the appropriate box):

Federal government employee on official business.

Any officer or employee of a foreign government who is exempt by reason of express provision of federal law or international law.

Employees of federal credit unions while performing credit union business.  
*This exception shall apply only to those credit unions organized and operating under the Federal Credit Union Act.*

Employees of insurance companies while performing insurance related business.  
*This exemption shall apply only to those insurance companies which do business in California and which pay the California State Gross Premiums tax annually pursuant to California Constitution Article XIII, Section 28, in lieu of all other taxes.*

HOTEL/MOTEL/INN NAME \_\_\_\_\_

DATE OF OCCUPANCY – FROM \_\_\_\_\_ TO \_\_\_\_\_

ROOM RATE \$ \_\_\_\_\_ ROOM # \_\_\_\_\_

GOVERNMENT AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF IMMEDIATE SUPERVISOR: \_\_\_\_\_

***I hereby certify (or declare) under penalty of perjury, that the foregoing statements are true and correct.***

\_\_\_\_\_  
SIGNATURE OF CLAIMANT

\_\_\_\_\_  
SIGNATURE OF HOTEL EMPLOYEE

PRINTED NAME \_\_\_\_\_ DATE: \_\_\_\_\_

WORK PHONE: ( ) \_\_\_\_\_

- The Exemption Claim from Transient Occupancy Tax shall not be approved unless the person requesting the exemption presents satisfactory credentials/orders reflecting current performance of official duties.
- A copy of the credentials/orders of the person requesting the exemption shall be attached to each exemption claim form.
- A separate exemption claim must be filed for each occupied room subject to rental for which the exemption is requested.
- Do not send this form to Tax Collector. Please retain the original exemption form and all supporting documents with your records. This form may be subject to review in event of a county audit for the period of three years as prescribed by the Transient Occupancy Ordinance 04-05 Chapter 3.28.
- State and local government employees, contractors, federal government chartered companies, and subcontractors are not eligible for exemption from the tax.