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City of Palo Alto, CA TOT • c/o Avenu Insights & Analytics • 555 Bryant Street #821 • Palo Alto, CA 94301

### Transient Occupancy Tax Exemption Claim Form

Check appropriate exemption:

U.S. Federal Employee  
 Foreign Government Representative

State of California Employee  
 Federal Credit Union Employee

Establishment: \_\_\_\_\_

Dates of occupancy: From \_\_\_\_\_ To \_\_\_\_\_ Total Rent Paid \$\_\_\_\_\_

Print name of person claiming exemption \_\_\_\_\_

I certify that the occupancy of the facilities noted above have been (or will be) furnished for my exclusive use, and that I am the officer or employee or representative of the agency or government named above and that such charges are incurred in the performance of my official duties for said agency or government.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of person claiming exemption \_\_\_\_\_ (not operator).

Operator: A separate Exemption Claim Form is required for each person. Do not accept this claim unless the person provides you with acceptable proof of exemption \*. The original of this form and a copy of the proof of exemption must be submitted with the establishment's tax return to Avenu Insights & Analytics, or the claim for exemption from tax cannot be taken.

\*The following are acceptable as proof of exemption. Any other form of documentation requires prior approval by the Supervisor of Revenue Collections:

1. A copy of the warrant or check drawn on the Treasury of the United States or the State of California.
2. A copy of the warrant or check from a Federal Credit Union and official travel orders on credit union letterhead stating the employee's full name and dates of travel. State Credit Unions do not qualify.
3. A copy of the official travel orders showing issuing agency or government and the person's full name. If the official travel orders do not include the employee name, a copy of the government ID card must accompany it.
4. A copy of the agency or governmental letter on official letterhead, requesting exemption and listing person's full name.
5. A copy of a credit card receipt for a card issued on official letterhead, requesting exemption and listing person's full name.
6. A copy of the foreign diplomat ID card issued by the United States Department of State.
7. To Qualify for a non-transient exemption, your stay of 30 days must be continuous in accordance with the City of Palo Alto Ordinance No. 3704, section 2.33.010(d).

The Transient Occupancy Tax rate is 15.5%.