



Transient Occupancy Tax (TOT) and Tourism Business Improvement District (TBID) Exemption Claim

- Federal employees or officers while on official business only.
- Foreign government employee or officer exempt by reason of express provision of Federal law or international treaty.
- Tax-Exempt Status Organization

ORGANIZATION NAME _____

GUEST NAME _____

ORGANIZATION PHONE _____

Check in ____ / ____ / ____ Check out ____ / ____ / ____

CERTIFICATION

This is to certify, that I, the undersigned, am a representative or employee of a United States of America Federal Governmental Agency or Department, or a State within the United States of American, or a Foreign Governmental Agency who is exempt by reason of express provision of federal law or international treaty; that the charges for the occupancy at the above establishment on the date(s) set forth below, have been, or will be, paid for by such Governmental Agency; and that such charges are incurred in the performance of my official duties as a representative or employee of such Governmental Agency.

I certify and declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Signature of Claimant (GUEST)

Date

FOR HOTEL USE ONLY:

ROOM RATE \$ _____

ROOM # _____

Note for the Operator:

- A separate exemption form must be filed for each occupied room subject to rental for which the exemption is requested.
- Do not accept this claim unless the person provides you with acceptable proof of exemption (i.e., official travel orders; agency letter, identification).
- Valid source of payment: Organization/Government credit or check. (Personal forms of payment are NOT valid for exemption).
- This original form must be submitted with your monthly TOT and TBID remittance to the City of Burbank for all verified exemption claims.
- Please retain a copy of the exemption form and all supporting documents with your records.

Any questions regarding TOT or TBID exemptions you may contact us by email Burbanktot@hdlgov.com or by phone at (818) 303-1096.

Received & Verified By: Print Hotel Employee's Name

Signature of Hotel Employee