



City of Norwalk  
 Transient Occupancy Tax  
 Government Employee Exemption Form  
 Municipal Code 3.24.040

City of Norwalk • Finance Department • 12700 Norwalk Blvd. • Norwalk • CA • 90650 • 562-929-57500

Check appropriate box

- Federal Government Employee (including Military)
- State of California Employee
- Foreign Government Employee (who is exempt by reason of express provision of federal law or international treaty)

Hotel Name \_\_\_\_\_ Room No. \_\_\_\_\_  
 Date of Occupancy: From \_\_\_\_\_ To \_\_\_\_\_

**PLEASE PRINT NEATLY WHEN FILLING IN THE INFORMATION BELOW**

\_\_\_\_\_  
 Name of employee claiming exemption Government Agency  
 \_\_\_\_\_  
 Agency Department Telephone Number  
 \_\_\_\_\_  
 Government Street Address City State Zip Code

I certify that the occupancy of the room noted above has been (or will be) furnished for my exclusive use, and that I am the officer or employee of the governmental agency name above, and that such charges are incurred in the performance of my official duties for said governmental agency.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in Norwalk, California

Signature of hotel guest claiming exemption \_\_\_\_\_

**A CONTRACTOR FOR A GOVERNMENTAL AGENCY IS NOT EXEMPT FROM TRANSIENT OCCUPANCY TAX OPERATOR:** A separate exemption form is required for each person. Do not accept the claim unless the person provides you with at least one acceptable proof of exemptions shown below. The original of this form AND a copy of the proof of exemption AND a detail copy of the room receipt must be submitted by the operator as part of the Transient Occupancy Tax Return or the claim for exemption will be denied.

\*Acceptable Proof of Exemption

1. A copy of the warrant, check or credit card drawn on the treasury of the United State of or State of California used for payment of hotel charges.
2. A copy of the official travel orders indicating the issuing governmental agency and the person's full name.
3. A copy of a letter on the official letterhead of an exempt governmental agency requesting exemption and listing the employee's name and stating the stay is for official governmental business. The dates of occupancy must also be included.