

CITY OF BURBANK
FINANCIAL SERVICES DEPARTMENT
TRANSIENT OCCUPANCY TAX EXEMPTION CERTIFICATE FOR GOVERNMENTAL AGENCIES
(BMC Section 2-4-604)

\$ _____

Date: _____

Name of Hotel, Motel, Etc.

Address

This is to certify that I, the undersigned, am a representative or employee of the Governmental Agency indicated below: That the charges for the occupancy at the above establishment on the dates 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.

Date(s) of Occupancy

Name and Title (Print)

Governmental Agency

Signature of Representative

ADDRESS OF HOME OFFICE: _____

NOTE: Operators of Hotels, Motels, etc., should not accept this certificate unless the person presenting it shows satisfactory credentials. A separate exemption certificate is required for each occupancy and for each representative. **PAYMENT BY A GOVERNMENTAL AGENCY IS DEFINED AS BEING PAID BY GOVERNMENT CREDIT CARD, GOVERNMENT VOUCHER, OR STATE ISSUED CHECK.**