



**TRANSIENT OCCUPANCY TAX
GOVERNMENT EXEMPTION CERTIFICATE**

Guest Name (please print): _____ on official business for
(print name of agency or foreign country) _____
Name of Hotel/Motel: _____
Occupancy From: (check-in date) _____ To: (last date of occupancy) _____
Total Rent Paid: _____

This is to certify that I, the undersigned, am a foreign diplomat, an employee of the federal government or an employee of an instrumentality of the federal government. The charges for the occupancy at the above establishment on the dates indicated above have been, or will be, paid for by such agency, and that such charges are incurred in the performance of my official duties. I understand that I must provide the hotel operator with supporting documentation, as indicated below, or the operator must deny my request for exemption.

(Signature of Guest Claiming Exemption)

(Date)

***** IMPORTANT NOTICE TO FRONT DESK:**

This certificate must be complete and is NOT VALID WITHOUT A FRONT DESK CLERK ATTESTING TO one of the following (check one):

- Payment made with federal government or federal government instrumentality issued credit card.
(ID checked: YES _____ initials)

- Valid diplomatic tax exemption card presented
(ID checked: YES _____ initials)

City of Salem Revised Code, Chapter 37.060 (e)-(f) states that no tax shall be imposed upon a foreign diplomat, federal government employee or an instrumentality of the federal government traveling on official business, provided documentation of official travel authorization is presented to the operator.

RETAIN THIS RECORD FOR A PERIOD OF NOT LESS THAN 3 YEARS AND 6 MONTHS FOR AUDIT PURPOSES. A separate exemption certificate is required for each occupancy and for each lodger claiming an exemption.