

**REQUEST FOR TOT EXEMPTION FOR FEDERAL  
GOVERNMENT EMPLOYEES AND THEIR INSTRUMENTALITIES**

This form is to be completed in full by persons claiming exemption from the Transient Occupancy Tax (TOT) of the City of San Diego. Any exemption applies only to those days during which you are engaged in business for your employer. Please print the information requested below.

Name/Title: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Federal Government Entity (Employer): \_\_\_\_\_

Employer Address: \_\_\_\_\_  
(Include City, State, Zip)

Purpose of Stay: \_\_\_\_\_

Date(s) and Location of Event (if applicable): \_\_\_\_\_

Hotel Name and Location: \_\_\_\_\_

Date(s) of Hotel/Motel Stay: \_\_\_\_\_

Supervisor' s Name and Telephone Number: \_\_\_\_\_

I certify under penalty of perjury that the above information is correct and that the purpose of the above mentioned stay was for official Federal or State of California Government business. If this stay is used, in whole or in part, for non-business purposes, I shall be liable for payment of the applicable TOT to the City of San Diego for my occupancy on such non-business days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Proof of government employment verified by Hotel/Motel Operator or designee.**

\_\_\_\_\_  
Signature of Hotel/Motel Operator or designee

\_\_\_\_\_  
Date