

CITY OF IRVINE P.O. BOX 19575

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INSTRUCTIONS FOR TRANSIENT OCCUPANCY TAX EXEMPTION CERTIFICATE

As provided in Section 2-9-403 of the Irvine Municipal Code, State of California officers and employees, Federal officers and employees, federal credit union employees and insurance company employees shall be exempt from Irvine's Transient Occupancy Tax when they are conducting official business. The following form assists the hotel operator in validating each exemption claimed under this section. It is also required to support all such exemptions claimed on the monthly Transient Occupancy Tax return, and will be examined in the course of periodic reviews conducted by an independent audit firm.

The hotel operator should complete the top portion of the form, including the date, hotel name and hotel address.

The official or employee (guest) should complete their name, agency, location of home office, dates of occupancy and room number. The official or employee must sign the exemption certificate stating that they are on official business of the qualified agency or company and are therefore entitled to the exemption.

The hotel operator should make a copy of travel orders or other such documentation to attach to the exemption certificate.