



2323 North Broadway, Santa Ana, CA 92706-1640
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**HOTEL/MOTEL TRANSIENT OCCUPANCY TAX WAIVER
Exemption Claim for Government Agency**

Employee Name	Job Title
Other Traveler Name(s), If Applicable	
Hotel/Motel Name	Address
Check-In Date	Check-Out Date

This form serves to verify that I, the undersigned, am an officer or employee of Rancho Santiago Community College District (RSCCD), a political subdivision of the State of California. The charges for the occupancy at the above establishment on the dates set forth have been, or will be, paid by such governmental agency, and such charges are incurred in the performance of my official duties as an official or employee of the district.

I hereby declare, under penalty of perjury, that the foregoing statements are true and correct.

Employee Signature

Signature Date

INSTRUCTIONS TO EMPLOYEE:	Please complete this form and present to the hotel/motel at the time of registration or reservation.
INSTRUCTIONS TO HOTEL/MOTEL:	Please retain this for your files in order to substantiate your tax report.

IMPORTANT INFORMATION FOR HOTEL/MOTEL REPRESENTATIVES

California Transit Occupancy Tax Exemption: California Revenue and Taxation Code 7280 allows political subdivisions such as Rancho Santiago Community College District to elect exemption from the local occupancy tax for any employee or officer of the district while the officer/employee is on official business for the District.