



CITY OF REDWOOD CITY
FINANCE DEPARTMENT
Revenue Services Division
1017 Middlefield Road Redwood City, CA 94063
Tel (650) 780-7210; Fax (650) 368-6974
www.redwoodcity.org

EXEMPTION CERTIFICATE
(Tax on Occupancy of Hotel Rooms)

To be retained by operators of hotels, motels and similar accommodations as evidence of tax exempt occupancy.

Date: _____

Name of Hotel or Motel: _____

Address: _____

Dates of Occupancy: _____

This is to certify that I, the undersigned, am a representative of the United States government department, agency or instrumentally 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 unit; and that such charges are incurred in the performance of my official duties as a representative of such governmental unit.

Guest Name: _____
(Printed)

Guest Signature: _____

Traveler photo ID verified by: _____
Authorized Hotel Employee Signature

***Note Required Attachments:** Travel Orders, or government warrant to pay for occupancy, or a government credit card