



Finance Department

P.O. Box 1609, Mammoth Lakes, CA, 93546

Phone (760) 934-8989

Fax (760) 934-7493

TRANSIENT OCCUPANCY TAX EXEMPTION CLAIM FORM

This is to certify that I, the undersigned, am exempt from the imposition of Transient Occupancy Tax imposed by this transient rental facility collecting the tax on behalf of the Town of Mammoth Lakes.

My right of exemption from the Transient Occupancy Tax is claimed in the amount of \$ _____ (total room rate) for the following reason:

Please check the appropriate box

- Federal government employees on official business.**
- Employees of federal instrumentalities and/or federal charters such as Amtrak and the American Red Cross.**
- Any officer or employee of a foreign government who is exempt by reason of express provision of federal law or international law.**
- Employees of federal credit unions while performing credit union business.**
This exemption shall apply only to those credit unions organized and operating under the Federal Credit Union Act.
- Employees of insurance companies while performing insurance related business.**
This exemption shall apply only to those insurance companies which do business in California and which pay the California State Gross Premiums tax annually pursuant to California Constitution Article XIII, Section 28, in lieu of all other taxes.
- State government employees on official business.**

Name of Transient Rental Facility _____

Date of Occupancy – From _____ To _____

Room Rate \$ _____ Room No. _____

Government Agency _____

Address _____

Name of Transient Rental Facility Supervisor/Manager/Owner _____

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

Signature of Claimant _____ Date _____

Printed Name of Claimant _____ Work Phone No. _____

Signature of Transient Rental Property Operator/Employee _____

Printed Name of Operator/Employee _____ Date _____

Please collect the following documentation	
Federal government employees on official business.	Photocopy of the Government Agency Calling Card and copy of the Agency credit card or check used to pay for the reservation
Employees of federal instrumentalities and/or federal charters such as Amtrak and the American Red Cross.	Photocopy of the Government Agency Calling Card and copy of the Agency credit card or check used to pay for the reservation
Any officer or employee of a foreign government who is exempt by reason of express provision of federal law or international law.	Photocopy of the Diplomatic Tax Exemption Card (front and back)
Employees of federal credit unions while performing credit union business.	Photocopy of the Government Agency Calling Card and copy of the Agency credit card or check used to pay for the reservation
Employees of insurance companies while performing insurance related business.	Copy of Insurance Company credit card or check used to pay for the reservation.
State government employees on official business.	Photocopy of the Government Agency Calling Card and copy of the Agency credit card or check used to pay for the reservation

- The exemption claim from Transient Occupancy Tax shall not be approved unless the person requesting the exemption presents satisfactory credentials/orders reflecting current performance of official duties.
- A copy of the credentials/orders of the person requesting the exemption shall be attached to each exemption claim form.
- A separate exemption claim must be filed for each occupied room subject to rental for which the exemption is requested.
- Please retain a copy of the TOT Exemption Claim form and all supporting documentation with your records. This form may be subject to review in the event of a Town audit for a period of three years as prescribed by the Transient Occupancy Tax Ordinance.
- Local government employees, contractors, and subcontractors are not eligible for exemption from the tax.