



**CITY AND COUNTY OF SAN FRANCISCO**  
**OFFICE OF THE TREASURER & TAX COLLECTOR- BUSINESS TAX SECTION**

**José Cisneros**  
**Treasurer**

**TRANSIENT OCCUPANCY TAX**  
**TYPE "A" EXEMPTION CERTIFICATE FOR GOVERNMENTAL AGENCIES**

*This form is to be completed by a representative or employee of a governmental agency requesting an exemption from San Francisco's Transient Occupancy Tax under Sec. 6.8-1 (1), (2) or (3) of the San Francisco Business and Tax Regulations Code. The operator, as defined under Article 7 Sec. 501 of the Business and Tax Regulations Code, must retain this completed form and supporting documents for five years.*

Name of Operator:			
Address: <i>(Number &amp; Street)</i>		San Francisco, CA <i>( Zip)</i>	
Dates of Occupancy: <i>(Check In:)</i>		<i>(Check Out:)</i>	
		Amount Paid for the Room: \$	
Employee Name: <i>(First Name)</i>		<i>(Last Name)</i>	
Employee Address:			
Employee Telephone #: <i>( ) ( )</i>		Driver's License: <i>(State) (Number)</i>	
Type of Government:	<input type="checkbox"/> Federal	<input type="checkbox"/> State of:	<input type="checkbox"/> Local Government:
Governmental Agency: <i>(Name of Agency)</i>			
Home Office Location: <i>(Address)</i>		<i>(City)</i>	<i>(State) (Zip)</i>
Agency Telephone # <i>( ) ( )</i>			
I hereby declare under penalty of perjury that I am a representative or employee of the governmental agency indicated above; and that such charges are incurred in the performance of my official duties as a representative or employee of such agency; and that the foregoing facts and statements are true and correct.			
Executed at: <i>(City)</i>		, <i>(State)</i>	
Signature:		Date:	
<p><b>NOTE:</b> In all cases in which the tax is not collected by the operator, the operator shall be liable to the Tax Collector of the City and County of San Francisco for the tax due on the taxable rent received for the rental as though the tax had been paid by the occupant.</p> <p>Operators should not accept this certificate unless the person presents satisfactory proof that meets the requirements for the exemption ( e.g. Government Agency Calling Card, Agency Letter, or Identification Card). A separate exemption certificate is required for each occupant claiming this exemption.</p>			
<b>TO BE COMPLETED BY OPERATOR/STAFF</b>			
<b>This exemption is not valid unless the occupant's Government Agency Calling Card, Agency Letter, or ID Card is presented.</b>			
<b>Verified by:</b>			
_____		_____	
Print Employee's Name	Employee's Signature	Date	
<p><b>San Francisco Municipal Code, Part III, Article 6, §§8-1. CITY, PUBLIC ENTITY AND CONSTITUTIONAL EXEMPTIONS:</b>          Nothing in Articles 6, 7, 10, 10A, 11, 12 or 12-A shall be construed as imposing a tax upon:          (1) The City;          (2) The State of California, or any county, municipal corporation, district or other political sub-division of the State, except where any constitutional or statutory immunity from taxation is waived or is not applicable;          (3) The United States of America, or any of its agencies or subdivisions, except where any constitutional or statutory immunity from taxation is waived or is not applicable.</p>			



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**TRANSIENT OCCUPANCY TAX**  
**TYPE "B" EXEMPTION CERTIFICATE**  
**FOR EXEMPT CORPORATION OR ORGANIZATION**

*This form is to be completed by a representative or employee of an exempt corporation or organization requesting an exemption from San Francisco's Transient Occupancy Tax under Sec. 506 (b) of the San Francisco Business and Tax Regulations Code. The operator, as defined under Article 7 Sec. 501 of the Business and Tax Regulations Code, must retain this completed form and supporting documents for five years.*

Name of Operator:	
Address: <i>(Number &amp; Street)</i> <span style="float:right">San Francisco, CA <i>( Zip)</i></span>	
Dates of Occupancy: <i>(Check In:)</i> <span style="margin-left: 150px;"><i>(Check Out:)</i></span>	Amount Paid for the Room: \$
Employee Name: <i>(First Name)</i> <span style="margin-left: 150px;"><i>(Last Name)</i></span>	
Employee Address: <i>(Address)</i> <span style="margin-left: 150px;"><i>(City)</i></span> <span style="margin-left: 100px;"><i>(State)</i></span> <span style="margin-left: 50px;"><i>(Zip)</i></span>	
Employee Telephone #: <i>( ) ( )</i>	Driver's License: <i>(State)</i> <span style="margin-left: 50px;"><i>(Number)</i></span>
Name of Corporation or Organization:	
Organization Address: <i>(Address)</i> <span style="margin-left: 150px;"><i>(City)</i></span> <span style="margin-left: 100px;"><i>(State)</i></span> <span style="margin-left: 50px;"><i>(Zip)</i></span>	
Organization Telephone #: <i>( ) ( )</i>	
I hereby declare under penalty of perjury that I am a representative or employee of the exempt corporation or organization indicated above; and that such charges are incurred in the performance of my official duties as a representative or employee of such exempt corporation or organization; and that the foregoing facts and statements are true and correct.	
Executed at: <i>(City)</i> <span style="margin-left: 150px;"><i>(State)</i></span>	
Signature:	Date:
NOTE: In all cases in which the tax is not collected by the operator, the operator shall be liable to the Tax Collector of the City and County of San Francisco for the tax due on the taxable rent received for the rental as though the tax had been paid by the occupant.  Operators should not accept this certificate unless the person presenting it submits satisfactory proof that the requirements for the exemption (e.g. organization's IRS Exemption Letter or Certification.) are met. A separate exemption certificate is required for each occupant claiming this exemption.	
<b>TO BE COMPLETED BY OPERATOR/STAFF</b>	
<b>This exemption is not valid unless a copy of the organization's IRS Exemption Letter or Certification is attached.</b>	
Verified by:	
_____	_____
Print Employee's Name	Employee's Signature
	_____
	Date



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**TRANSIENT OCCUPANCY TAX  
TYPE "C" EXEMPTION CERTIFICATE  
FOR FOREIGN DIPLOMATIC or CONSULAR PERSONNEL & DEPENDENTS**

*This form is to be completed by a Foreign Diplomat, Consular Service Personnel Member or qualified dependent of such, requesting an exemption from San Francisco's Transient Occupancy Tax under Sec. 6.8-1 (4) of the San Francisco Business and Tax Regulations Code. The operator, as defined under Article 7 Sec. 501 of the Business and Tax Regulations Code, must retain this completed form and supporting documents for five years.*

Name of Operator:	
Address: <i>(Number &amp; Street)</i> <span style="float:right">San Francisco, CA <i>( Zip)</i></span>	
Dates of Occupancy: <i>(Check In:)</i> <span style="margin-left: 150px;"><i>(Check Out:)</i></span>	Amount Paid for the Room: \$
Foreign Diplomat/Consular Name: <i>(First Name)</i> <span style="margin-left: 150px;"><i>(Last Name)</i></span>	
Foreign Diplomat/Consular USA Address: <i>(Address)</i> <span style="margin-left: 100px;"><i>(City)</i></span> <span style="margin-left: 100px;"><i>(State)</i></span> <span style="margin-left: 50px;"><i>(Zip)</i></span>	
Foreign Diplomat/Consular Telephone Number: <span style="margin-left: 100px;">(      )</span>	
Country Represented:	Driver's License: <i>(Country/State)</i> <span style="margin-left: 100px;"><i>(Number)</i></span>
Foreign Agency Headquarters: <i>(Address)</i> <span style="margin-left: 100px;"><i>(City)</i></span> <span style="margin-left: 100px;"><i>(State)</i></span> <span style="margin-left: 50px;"><i>(Zip)</i></span>	
Foreign Agency Telephone Number: <span style="margin-left: 100px;">(      )</span>	
I hereby declare under penalty of perjury that: 1. I am a Foreign Diplomat, Consular Service Personnel Member or qualified dependent of such. 2. I understand that in order to be exempt from the payment of Transient Occupancy Taxes, I must present a valid Individual or Mission Tax Exemption Card bearing my name. 3. I understand that no exemption will be granted if I do not submit a copy of a valid Department of State Tax Exemption Card. 4. The foregoing facts and statements are true and correct.	
Executed at: <i>(City)</i> <span style="margin-left: 150px;"><i>(State)</i></span>	Date:
Signature:	
NOTE: In all cases in which the tax is not collected by the operator, the operator shall be liable to the Tax Collector of the City and County of San Francisco for the tax due on the taxable rent received for the rental as though the tax had been paid by the occupant. Operators should not accept this certificate unless the person presenting it submits satisfactory proof that meets the requirements for the exemption (e.g. an Individual or Mission Tax Exemption Card.) A separate exemption certificate is required for each occupant claiming this exemption.	
<b>TO BE COMPLETED BY OPERATOR/STAFF</b>	
<b>This exemption is not valid unless a copy of the Individual or Mission Tax Exemption Card is attached.</b>	
<b>Verified by:</b>	
_____	_____
Print Employee's Name	Employee's Signature
	_____
	Date