



## **INSTRUCTIONS**

By choosing an exemption you are declaring under penalty of perjury that you are an employee or representative of the governmental agency indicated on the Transient Occupancy Tax Exemption Form; and that the charges for occupancy at the above named establishment on the date(s) set forth herewith have been, or will be, paid by such governmental agency; and that such charges were incurred *in the performance of your official duties for said agency.*

**Note:** Operators or representatives of the “living space” establishment shall not accept this certificate without a copy of photo identification and appropriate credentials from the government agency shown above. Photo copies of the identification and credentials are to be attached to the Exemption Form and submitted to the Tax Collector's office.

**A separate exemption certificate is required for each period of occupancy and for each representative.**