

# **CITY OF BARSTOW**

## **TOT EXEMPTION CERTIFICATE INSTRUCTIONS**

There is no tax imposed upon any person as to whom, or any occupancy as to which it is beyond the power of the City of Barstow to impose the Transient Occupancy Tax as provided for in Chapter 3.16 of the Barstow Municipal Code.

There is no exemption currently provided for officers or employees of the United State Government or any officer or employee of the State of California, or any California county municipality or special district, or any officer or employee of a foreign government. There fore, these persons are not entitled to use this Certificate of Exemption unless they have provided and have attached a copy of their orders issued by their employer.

Officers and employees of other states, non-California counties, municipalities, districts, non-profit institutions, etc., are not exempt from the tax and are not entitled to use this certificate of Exemption unless they provide and you have attached a copy of their orders that is issued by their employer.

Those individuals in residence for more than 30 days, are exempt from paying Transient Occupancy Tax beginning with the 31<sup>st</sup> day of residency, until their departure, and are entitled to use this Certificate of Exemption. This Exemption Certificate shall not be used for any TOT collected where exempt status was not exercised and tax was paid. All TOT monies collected shall be forwarded to the City.

The Innkeeper claiming exemptions on the quarterly Transient Occupancy Tax Return Report, the Allowable Deductions Section, under # 3 "Rents for Occupancy by Non-Transient Residents", shall provide with the TOT return completed Exemption Certificate totaling to the amount claimed exempt on the quarterly return.

**PLEASE READ INSTRUCTIONS CAREFULLY  
BEFORE COMPLETING EXEMPTION  
CERTIFICATE.**

# CITY OF BARSTOW

## TRANSIENT OCCUPANY TAX EXEMPTION CERTIFICATE

Motel \_\_\_\_\_ Report Quarter Ending \_\_\_\_\_

I support of Allowable Deductions, Item # 3 on the Quarterly Transient Occupany Tax Return Report.  
I certify under penalty of perjury my claim for exempt

### NON-TRANSIENT OCCUPANY RENTS ON THE FOLLOWING BASIS:

- A. Date first occupied \_\_\_\_\_  
Original move - in date \_\_\_\_\_
- B. Term of occupancy this quarter \_\_\_\_\_  
Number of days rented or in residence this quarter \_\_\_\_\_
- C. Number of days exempt from TOT tax \_\_\_\_\_  
Number of days in residence after the first 30 days \_\_\_\_\_
- D. Daily room rate \_\_\_\_\_  
Base daily room rent for this room, no tax included \_\_\_\_\_
- E. Gross amount of exemption \_\_\_\_\_  
Base daily room rate x number of exempt days this quarter \_\_\_\_\_
- F. Other \_\_\_\_\_

I certify, under penalty of perjury, that all of the qualifications explained on the reverse side of this form have been met, so as to exempt this occupancy from the Transient Occupany Tax as imposed by Chapter 3.16 of the Barstow Municipal Code.

PLEASE SIGN LEGIBLY

\_\_\_\_\_  
Signature of InnKeeper                      Room or Unit No.                      Date

\_\_\_\_\_  
Signature of Occupant                      Last 4 digit of SSN#                      Date

NOTICE TO THE OCCUPANT: SINCE YOU ARE SIGNING UNDER PENALTY OF PERJURY  
**DO NOT SIGN THIS FORM UNLESS IT IS COMPLETELY FILLED OUT FIRST.**  
**Please notify the City of Barstow if you are asked to sign this form prior to completion**

Revised 8/2005 NO OTHER EXEMPTION FORM CAN BE ACCEPTED. PLEASE DO NOT USE  
OUTDATED FORMS THEY WILL BE REFUSED. AND POSSIBLE CAUSE PENALTY AND INTEREST.