

CG TAX-EXEMPTION # B239641

COUNTY OF ALAMEDA - UNINCORPORATED AREAS
HOTEL AND LODGING TAX
GOVERNMENT EMPLOYEE EXEMPTION FORM

- Check appropriate box Federal Government Employee (including Military)
- State or Local Government Employee
- Foreign Government Employee (who is exempt by reason of express provision of federal law or international law)

Hotel Name Exective Inn & Suites Hotel Address 1755 Embarcadero, Oakland, CA 94606

Date of Occupancy: From _____ To _____ Total Rent Paid: \$ _____

Name of Employee claiming exemption Chief Director, USEG Auxiliary
 Government Agency U.S. Coast Guard (G-OCX)
 Agency Department _____
CG Headquarters, 2100 2nd St. (WASH DC)
 Governmental Agency Street Address _____
202-267-4409
 Area Code and Telephone Number _____
Washington DC 90593-0001
 City State/County zip code

I certify that the occupancy of the room noted above has been (or will be) furnished for my exclusive use, that I am the office or employee of the Governmental Agency named above, and that such charges are incurred in the performance of my official duties for said Governmental Agency.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this date _____ at Alameda County, California

Signature of hotel guest claiming exemption _____ Title _____

A CONTRACTOR FOR A GOVERNMENT AGENCY IS NOT EXEMPT FROM HOTEL AND LODGING TAX

OPERATOR: A separate exemption claim form is required from each governmental employee claiming this exemption for each occupancy. Do not accept the claim unless each such person provides you with an acceptable proof of exemption. The original of this form and a copy of the proof of exemption must be maintained by the operator as part of the business records or the claim for exemption from tax may not be approved. Submit a copy of this form and a copy of the proof of exemption with the Hotel and Lodging Tax Exemption Report.

Acceptable proof includes:

1. A copy of a letter on the official letterhead of an exempt governmental agency requesting exemption, listing the employee's name, and stating that the stay is for official government business. The dates of occupancy must also be included.
2. A copy of the official travel orders indicating the issuing governmental agency and the person's full name.
3. A copy of the warrant or check drawn on the treasury of the United States or State of California made payable to the hotel for hotel occupancy.
4. Registration form or ticket to a conference related to government business at the location for the dates on which the employee is staying.