



Scenic Pacifica

Incorporated Nov. 22, 1957

City of Pacifica  
Finance Department  
170 Santa Maria Avenue Pacifica CA 94044  
(650) 738-7392

**EXEMPTION FROM TRANSIENT OCCUPANCY TAX  
GOVERNMENT OFFICER OR EMPLOYEE ON OFFICIAL BUSINESS  
(PACIFICA MUNICIPAL CODE 3-7.04)**

The following entities are exempt from transient occupancy tax:

- A. Any Federal Government Officer or Employee when on official business.
- B. Any State of California Officer or Employee when on official business;
- C. Any Officer or Employee of a Foreign Government who is exempt by reason of express provision of federal law or international treaty.

**NOTE: A CONTRACTOR FOR A GOVERNMENT AGENCY IS NOT EXEMPT FROM TRANSIENT OCCUPANCY TAX**

Please copy and attach one or more of the following items to verify the validity of the exemption:

- A copy of Federal or State documents demonstrating that this person is occupying your establishment on the official business of his or her employer, or
- A copy of Federal or State travel orders from his or her employer, or
- A copy of the Federal or State warrant (check) issued by his or her employer to pay for the occupancy.

In addition, please attach a copy of:

- The officer or employee's photo identification.

Name of Establishment \_\_\_\_\_ Address \_\_\_\_\_

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

\_\_\_\_\_  
Name of Guest Government Agency

\_\_\_\_\_  
Agency Department Area Code and Telephone Number

\_\_\_\_\_  
Governmental Agency Street Address City State/Country 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 officer or employee of the Government Agency named above, and that such charges are incurred in the performance of my official duties for said Government Agency. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Guest Claiming Exemption Title Date

**OPERATOR: This form and the attachments verifying the exemption and identity of the exempt entity are to be filed with your quarterly report.**