City of Milpitas

Department of Financial Services

455 E. Calaveras Blvd. Milpitas CA 95035   (408) 586-3100

Transient Occupancy Tax Exemption Summary Report

This form is for reporting exemptions from Transient Occupancy Tax for guests who were exempt per the City of Milpitas Municipal Code. A copy of the Exemption Form and substantiation for each government official claimed must be attached to this form. Exemptions listed herein are subject to audit. Original records must be kept on site for 3 years.

Hotel Name: _____   Reporting Period: _____

Item #	Room #	Guest Name	# Days Exempt this period	G-F-L-R Exempt Code *	Avg. Daily Rate	Total $ exempt	Original Check-In Date	Original Exemption Date	Exempt dates this month Start	End
1										
2										
3										
4										
5										
6										
7										
8										
9										
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23										
24										
25										

Total this page: _____

Operator: Use this form to report guests exempt from transient occupancy tax. Attach this form and any other required documentation to your transient occupancy tax return. You may use as many pages of this report as is necessary, however, the combined total of all pages must equal the exemptions claimed on your return.

** Exemption Codes:
  G = Federal or State government employees - attach copy of documentation to this report
  F = Foreign government employee - attach copy of documentation to this report.
  L = Long term (over 30 days) tenant - save documentation for 3 years
  R = Rental Agreement - save documentation for 3 years

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