

Transient Occupancy Tax Program
585 Fiscal Drive, Ste. 100
Santa Rosa, CA 95403



Phone: (707) 565-7133
E-Mail: tot@sonoma-county.org
Fax: (707) 565-1167

CLAIM FOR EXEMPTION FROM TRANSIENT OCCUPANCY TAX FOR GOVERNMENT AGENCIES

Business Name: _____ TOT Certificate #: _____

The undersigned claims exemption from paying the 12% Transient Occupancy Tax (TOT) and, if applicable, the 2% Business Improvement Area (BIA) Assessment based on the following:
(Check One)

- The Occupant is an officer or employee of a Federal or State of California Agency or Federal Credit Union on official business.
- The Occupant is an officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty.
- It is beyond the power of Sonoma County to impose this tax on the Occupant.

Amount of Rent Collected \$ _____

Dates: _____ through _____
(MM/DD/YY) (MM/DD/YY)

I declare under penalty of perjury the statements herein are true, correct, and complete to the best of my knowledge.

Occupant/Guest's Signature: _____

Occupant/Guest's Printed Name: _____

Occupant/Guest's Title: _____

Government Agency's Name: _____

Address of Home Office: _____

NOTICE TO OPERATORS: Operators should not accept this exemption form unless the person presenting it shows satisfactory credentials. A separate exemption form is required for each occupancy and for each representative or employee. Prepare two copies of this form, attach one copy to your Tax Return and retain the other copy for your records. For complete definitions of Exemptions, see Sonoma County Ordinance No. 5823 Section 12-12. The County reserves the right to audit these records per Section 12-18.