



Administrative Services Department
9291 Old Redwood Highway
P.O. Box 100
Windsor, CA 95492-0100
Phone: (707) 838-5358

Transient Occupancy Tax Government Exemption Certificate

This form is to be completed by a representative or employee of a governmental agency requesting an exemption from Windsor's Municipal Code, Revenue and Taxation section 2-3-205 Exemptions of the Windsor Transient Occupancy Tax Code.

The operator, as defined under Article 1 Section 2-3-100 of the Revenue and Taxation Code, must retain this completed form and supporting documents for five years.

https://library.municode.com/ca/windsor/codes/code_of_ordinances?nodeId=TITIIRETA_CH3TROCTA

Name of Operator:		
Address:		
<i>(Number & Street)</i>		<i>(City, State, Zip)</i>
Dates of Occupancy:		Amount Paid for the Stay:
<i>(Check In:)</i> <i>(Check Out:)</i>		\$
Employee Name:		
<i>(First)</i> <i>(Last)</i>		
Employee Address:		
<i>(Number & Street)</i>		<i>(City, State, Zip)</i>
Employee Telephone #:		Employee Driver's License:
<i>()</i>		<i>(State)</i> <i>(Number)</i>
Type of Government:		
☐ Federal ☐ State of _____ ☐ Local Government: _____		
Government Agency:		Agency Telephone #:
<i>(Name of Agency)</i>		<i>()</i>
Home Office Location:		
<i>(Number & Street)</i>		<i>(City, State, Zip)</i>
<i>I hereby declare under penalty of perjury that I am a representative or employee of the governmental agency indicated above; and that such charges are incurred in the performance of my official duties as a representative or employee of such agency; and that the foregoing facts and statements are true and correct.</i>		
Executed at: <i>(City)</i>		<i>(State)</i>
Signature:		Date:
NOTE: In all cases in which the tax is not collected by the operator, the operator shall be liable to the Revenue Department in the Town of Windsor for the tax due on the taxable rent received for the rental as though the tax had been paid by the occupant. Operators should not accept this certificate unless the person presents satisfactory proof that meets the requirement for the exemption (e.g. Government Agency Calling Card, Agency Letter, or Identification Card). A separate exemption certificate is required for each occupant claiming this exemption.		
TO BE COMPLETED BY OPERATOR/STAFF		
This exemption is not valid unless the occupant's Government Agency Calling Card, Agency Letter, or ID Card is presented.		
Verified by:		
_____ Print Employee's Name	_____ Employee's Signature	_____ Date