



3041 West Avenue K • Lancaster, CA 93536-5426 • (661) 722-6310 • Fax (661) 722-6320

**HOTEL/MOTEL TRANSIENT OCCUPANCY TAX WAIVER  
Exemption Claim for Government Agency**

<b>Employee Name</b>	<b>Job Title</b>
<b>Other Traveler Name(s) if Applicable</b>	
<b>Hotel / Motel:</b>	<b>Address:</b>
<b>Check-In Date:</b>	<b>Check-Out Date:</b>

This form serves to verify that I, the undersigned, am an officer or employee of the Antelope Valley Community College District (AVCCD), a political subdivision of the State of California. The charges for the occupancy at the above establishment on the dates set forth have been, or will be paid by such governmental agency, and such charges are incurred in the performance of my official duties as an official or employee of the district.

I hereby declare under penalty of perjury that the foregoing statements are true and correct.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Signature Date**

**IMPORTANT INFORMATION  
FOR HOTEL/MOTEL REPRESENTATIVES**

**California Transit Occupancy Tax Exemption:** California Revenue and Taxation Code §7280 allows political subdivisions such as Antelope Valley Community College District to elect exemption from the local occupancy tax for any employee or officer of the district while the officer/employee is on official business for the District.

**Please** retain this form for your files in order to substantiate your tax report.