



TRANSIENT OCCUPANCY TAX CERTIFICATE OF EXEMPTION

Finance Department
220 E. Mountain View St., Suite A • Barstow, CA 92311
Phone: (760) 255-5151

HOTEL/MOTEL INFORMATION	
HOTEL/MOTEL NAME	REPORT FOR QUARTER ENDING
NAME OF ROOM OCCUPANT	DATE OCCUPANCY BEGAN (MOVE-IN DATE)
ROOM NUMBER OCCUPIED	DATE OCCUPANCY ENDED (MOVE-OUT DATE)
TERM OF OCCUPANCY THIS QUARTER: <i>(Number of days occupant rented room during the reporting period)</i>	_____ DAYS
NUMBER OF DAYS EXEMPT FROM TOT TAX: <i>(Number of days in residence after the first 30 days.)</i>	_____ DAYS
DAILY ROOM RATE:	\$ _____
GROSS AMOUNT OF EXEMPTION: <i>(Multiply: Number Of Days Exempt From Tot Tax X Daily Room Rate)</i>	\$ _____

CERTIFICATION		
I certify, under penalty of perjury, that all of the qualification explained on the reverse side of this form have been met, so as to exempt this occupancy from the Transient Occupancy Tax (TOT) as imposed by Chapter 3.16 of the Barstow Municipal Code.		
HOTEL/MOTEL REPRESENTATIVE'S PRINTED NAME	HOTEL/MOTEL REPRESENTATIVE'S SIGNATURE	DATE
ROOM OCCUPANT'S PRINTED NAME	ROOM OCCUPANT'S SIGNATURE	DATE

NOTICE TO THE OCCUPANT
Since the signing of this form is under penalty of perjury, DO NOT sign this form unless it is completely filled out first. Please notify the City of Barstow at (760) 255-5151 if you are asked to sign this form prior to completion. Occupant's Initials:_____

Revised March 2024

No other exemption form will be accepted. Please do not use outdated forms, as they will be invalid and may subject the tax report to penalty and interest.

Exemption Certificate Instructions on Reverse Side



TRANSIENT TAX EXEMPTION CERTIFICATE INSTRUCTIONS

There is no tax imposed upon any person as to whom, or any occupancy as to which it is beyond the power of the City of Barstow to impose the Transient Occupancy Tax (TOT) as provided for in Chapter 3.16 of the Barstow Municipal Code.

There is no exemption currently provided for officers or employees of the United States Government or any officer or employee of the State of California, or any California county municipality or special district, or any officer or employee of a foreign government. Therefore, these persons are not entitled to use of this Certificate of Exemption unless they have provided and have attached a copy of their orders issued by their employer.

Officers and employee of other states, non-California counties, municipalities, districts, non-profit institutions, etc., are not exempt from the tax and are not entitled to use this Certificate of Exemption unless they provide and have attached a copy of their orders issued by their employer.

Those individuals in residence for more than 30 days are exempt from paying TOT beginning with the 31st day of residency, until their departure, and are entitled to use of this Certificate of Exemption. This Certificate of Exemption shall not be used for any TOT collected where exempt status was not exercised and tax was paid. All TOT monies collected shall be forwarded to the City of Barstow no later than the last day of the month following the end of the calendar quarter.

The hotel/motel owner/representative claiming exemptions on the quarterly Transient Occupancy Tax Return Report under the allowable deduction section, more particularly item #3, "Rent for Occupancy by Non-Transient Residents," shall provide the Certificate(s) of Exemption that has/have been completed, in their entirety, totaling the amount claimed as returns that are exempt from TOT on the quarterly Transient Occupancy Tax Report.

PLEASE NOTE: Certificate of Exemptions that are incomplete and/or those which do not contain an original signature of the hotel/motel representative, as well as the room occupant, will not be valid and any exemption claimed on the incomplete exemption form will not be considered as an eligible deduction.