



**CITY OF PORTLAND**  
OFFICE OF MANAGEMENT AND FINANCE

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**TRANSIENT LODGINGS TAX  
GOVERNMENT EXEMPTION CERTIFICATE**

**Guest Name:** \_\_\_\_\_ (please print)

**on official business for** \_\_\_\_\_ (printed name of *Federal* agency)

**Name of Hotel/Motel:** \_\_\_\_\_

**Occupancy From: (check-in date)** \_\_\_\_\_ **To: (last date of occupancy)** \_\_\_\_\_

**Total Rents Paid:** \_\_\_\_\_

**This is to certify that I, the undersigned, am an employee of the United States Government Agency indicated below; that the charges for the occupancy at the above establishment on the dates indicated above have been, or will be, paid for by such Governmental Agency; and that such charges are incurred in the performance of my official duties as an employee of such Governmental Agency. I also understand that I must provide the hotel Operator with supporting documentation, as indicated below, or the Operator must deny my request for exemption**

\_\_\_\_\_  
(Signature of **Federal** Employee)

\_\_\_\_\_ 20 \_\_\_\_  
(Date)

**\*\* IMPORTANT:** Do not accept this certificate without one of the following (*generally, do not photocopy federal ID cards unless there is no other documentation & employee agrees to copy of ID card*):

This certificate is **NOT valid** without attaching a copy of one of the following (check one):

- Copy of official Federal travel orders (**Government ID checked:**  YES \_\_\_\_\_ initials)
- Letter from Federal employer, on official Federal agency letterhead (**Government ID checked:**  YES \_\_\_\_\_ initials)
- Business card with Federal logo (**Government ID checked:**  YES \_\_\_\_\_ initials)
- U.S. State Department identification card – with statement on card exempting hotel taxes.  
 YES \_\_\_\_\_ initials) -- *please attach copy of card*

**City of Portland Code Section 6.04.050 states no tax shall be imposed upon:**

**Any *Federal* Government employee traveling on official government business, *who presents an official Government Exemption Certificate or official travel authorization.***

**RETAIN THIS RECORD FOR A PERIOD OF NOT LESS THAN 3 YEARS AND 6 MONTHS**

A separate exemption certificate is required for each occupancy and for each Federal employee. If you have any questions, please call the Revenue Bureau, License and Tax Division at (503) 865-2857.

***If a guest is unable or unwilling to provide the necessary information required to verify that they are an employee of the federal government AND that they are travelling on official federal business as stated on this form, then their request for government exemption should be denied as it WILL be denied under audit.***

## Government Exemption

The City of Portland Transient Lodgings Tax government exemption only applies to employees of the federal government travelling on official federal government business. A guest claiming to qualify for the government exemption will need to provide the following upon check-in:

- The City of Portland 's Government Exemption Certificate - Completed, signed, & dated

Plus one of the following:

1. Official Travel Orders & Government ID

Travel orders provide proof that the guest is travelling on official federal business

2. Letter from Federal employer on official Federal Agency letterhead & Government ID

The letter provides proof that the guest is travelling on official federal business

3. Business card with Federal logo & Government ID

In the event that the guest does not have either travel orders or an official letter, a copy of a Federal agency business card may be accepted and stapled to the Exemption form. You must also verify that the name on the business card matches the government ID presented by the guest. The business card provides contact information necessary to confirm that the guest is travelling on official federal business.

4. US State Dept ID card (with Blue Stripe)

The blue stripe verifies government exemption status for sales tax AND hotel tax.

Also, some foreign diplomats have State Dept. issued ID card with a Yellow Stripe. The yellow stripe denotes certain exemption restrictions. If this stripe indicates that Hotel taxes are exempt, then it is valid.

*Please note: Photocopies of State Dept ID cards must to be provided to the Bureau in color to verify validity. Color photocopies are preferred.*

5. Other:

In the event that a guest does not have any of the above listed required documentation, a federal government agency ID or a federal government agency credit card - centrally billed only - may be accepted (the credit card numbers are needed to verify central billing). In addition, an email from a supervisor showing a federal government agency email address stating that the guest is on federal business may also be accepted. Furthermore, the guest is required to complete the exemption certificate, provide a copy of their federal government agency ID, and provide their supervisor's name, address, & phone number.

**If a guest is unable or unwilling to provide the necessary information required to verify that they are an employee of the federal government AND that they are travelling on official federal business as stated on this form, then their request for government exemption should be denied, as it WILL be denied under audit.**

The hotel is to keep a copy of the government exemption certificate, along with any supporting documentation, on file for no less than three years & six months.