

# PLUMAS COUNTY AUDITOR-CONTROLLER

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AUDITOR-CONTROLLER  
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## REQUEST FOR EXEMPTION FROM TRANSIENT OCCUPANCY TAX

DATE: \_\_\_\_\_

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

FROM: \_\_\_\_\_  
Name of Representative/Employee Requesting Exemption

\_\_\_\_\_  
Name of Governmental Agency or Department

This is to certify that I am traveling as a representative or employee of the above listed governmental agency and that the charges for my occupancy either have or will be paid for by them. All such charges are incurred as a result of my official duties as a representative or employee of the above listed agency. Verification of my role as a representative or employee of the above listed agency may be made by calling the Government Agency Representative at the telephone number listed below.

DATES OF OCCUPANCY: \_\_\_\_\_  
check-in check-out

Representative/Employee Signature: \_\_\_\_\_

### For Verification:

\_\_\_\_\_ date \_\_\_\_\_ Government Agency Representative

\_\_\_\_\_ telephone \_\_\_\_\_ Title

**NOTE:** A separate exemption is required for each occupancy and for each representative/employee. This exemption must be presented at the time of registration.