



Deschutes County Finance Department
Marty Wynne, Finance Director and Treasurer

1300 NW Wall St, Suite 200 • Bend, OR 97701-1960
(541) 388-6559 • Fax (541) 749-2909
www.co.deschutes.or.us

**TRANSIENT ROOM 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.

_____, _____ 20__
(Signature of **Federal** Employee) (Date)

***** IMPORTANT NOTICE TO FRONT DESK: Do not accept this certificate without one of the following: DO NOT photocopy federal ID cards. *****

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 – blue strip only (Blue Stripe verified: YES _____ initials)

Deschutes County Chapter 4.08.130 (D) states no tax shall be imposed upon:

The United States Government when a federal employee is on federal government business and the lodging for the employee is directly paid for by the government or employee with a government-issued check, credit card, purchase order or other form of procurement document.

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

A separate exemption certificate is required for each occupancy for each Federal employee. If you have any questions, please call the Deschutes County Finance Department at (541) 383-4399.