



**GOVERNMENT LODGING TAX EXEMPTION CERTIFICATE
FOR CITY OF CORVALLIS & BENTON COUNTY**
(A completed certificate is required for a tax exemption.)



Federal Employee

Guest name (please print): _____

On official business for (printed name of **FEDERAL** agency): _____

Supervisor Contact Information (name, address, phone number): _____

Name of lodging entity: _____

Occupancy from (check-in date): _____ Occupancy to (check-out date): _____

This is to certify that I, the undersigned, am an employee of the United States federal government agency indicated above; that the charges for the occupancy dates and lodging establishment indicated above are paid for by the above indicated agency and that charges incurred are as a governmental employee in the performance of my official duties. I also understand that I must provide the lodging operator with supporting documentation, as indicated below, or the lodging operator must deny my request for exemption.

Signature of the federal employee

Date

Lodging Entity

Do not accept this certificate without one of the following (generally, do not photocopy federal ID card unless there is no other documentation and employee agrees to copy of ID card). A separate exemption certificate is required for each occupancy and for each Federal employee.

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

- Official Travel Orders** – Government ID checked by staff
- Letter from Federal employer on official Federal agency letterhead** – Government ID checked by staff
- GSA SmartPay Charge Card** – Government ID checked by staff
- Business card with Federal logo** – Government ID checked by staff
- U.S. State Department identification card with statement of card exempting hotel taxes** – Government ID checked by staff
- Other: email from employer or photocopy of Government ID** – Government ID checked by staff

Gross rent paid (exemption amount): _____

Signature of staff member

Date

City of Corvallis Code of Ordinances Section 8.04.040 states no tax shall be imposed on any occupant who is a federal employee or an employee of a federal instrumentality (i.e., Red Cross) on official business. 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. **RETAIN THIS RECORD FOR A PERIOD OF NOT LESS THAN 3 YEARS AND 6 MONTHS.**

Government Exemption Instructions

The City of Corvallis lodging 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 one of the following items upon check-in:

Official Travel Orders & Government ID

Travel orders provide proof that the guest is travelling on official federal business. The Government ID confirms the identity of the individual listed on the travel orders.

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

The letter provides proof that the guest is traveling on official federal government business. The letter must include name(s) of guest(s) and dates of travel.

GSA Smart Pay Credit Card

This applies to Centrally Billed Credit Cards (CBA) only. A copy of the credit card must be provided highlighting the first 6 digits of the credit card number. Centrally Billed Credit Cards have a prefix beginning with 4486, 4614, 5565 or 5568. The sixth digit in the credit card number is always a 0, 6, 7, 8 or 9. Important Note: GSA Smart Pay Credit Cards other than those listed above are not tax exempt unless specifically referenced as being **CBA Tax Exempt**.

Business card with Federal logo & Government ID

A copy of a Federal agency business card may be accepted. You must also verify the name on the business card matches the Government ID presented by the guest.

US State Department ID card (with Blue Stripe)

The blue stripe verifies government exemption status for sales tax AND hotel tax. Also, some foreign diplomats have US State Department issued ID cards with a yellow stripe. The yellow stripe denotes certain exemption restrictions. If this stripe indicates Hotel taxes are exempt, then it is valid. *Please note: Photocopies of U.S. State Department ID cards must be provided to the City to verify validity. Color photocopies are preferred.*

Other

Email from Supervisor: In the event a guest does not have any of the above required documentation, an email from a supervisor confirming the guest is travelling on official business and the dates of their travel, along with their Government ID, will be accepted. The email address must be from the federal government agency where the guest is employed. Emails generated from personal email accounts will not be accepted.

A photocopy of the Government ID can also be accepted in cases where there is no other documentation available and the guest is in agreement.

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 guest folio listing all final charges should be attached to each Government Exemption Certificate.