



CITY OF BEND

Room Tax - Government Exemption Certificate

Guest name (Must be a U.S. **federal** employee) _____

On official business for (U.S. **federal** government agency): _____

Name of lodging establishment: _____

Occupancy check-in date: _____ check-out date: _____

Gross rent paid: \$ _____

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 **federal** employee)

(Date)

IMPORTANT NOTICE TO FRONT DESK:

A separate exemption certificate is required for each occupancy and for each federal employee.

This certificate must be *complete* and is *NOT VALID WITHOUT A FRONT DESK CLERK ATTESTING TO AND ATTACHING* a copy of one of the following (check one):

___ GSA SmartPay charge card

Government ID checked: YES ___ **Initials** _____

___ Business card with federal logo that matches government ID

Government ID checked: YES ___ **Initials** _____

___ U.S. State Department identification card with statement on card exempting hotel taxes

Government ID checked: YES ___ **Initials** _____

___ Email from employer or photocopy of Government ID*

Email from employer / Government ID: YES ___ **Initials** _____

**Do not copy federal ID cards unless there is no other documentation & employee agrees to copy of ID card.*

City of Bend Code 12.05.025 Exemptions

"No room tax shall be imposed upon The United States or an employee of the Federal Government while on Federal business."

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

Questions? Call City of Bend Finance Department – Room Tax at 541-388-5509.

Acceptable attachment descriptions

GSA Smart Pay Credit Card

This applies to Centrally Billed Credit Cards 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.

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 Bureau to verify validity. Color photocopies are preferred.*

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.

Copy of ID:

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.