



Transient Occupancy Tax Exemption Sumamry Report

This form is for reporting exemptions from Transient Occupancy Tax for guests who were exempt per the City of Milpitas Municipal Code. A copy of the Exemption Form and substantiation for each government official claimed must be attached to this form.

Hotel Name: _____

Reporting Period: _____

Item #	Room #	Guest Name	Exempt Code (G,F,L,R)	Original Check-In Date	Original Exemption Date	Exempt Dates This Month		# of Days Exempt This Period	Average Daily Rate	Total \$ Exempt
						Start	End			
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Total this page: \$

Operator: Use this form to report guests exempt from transient occupancy tax. Attach this form and any other required documentation to your transient occupancy tax return. You may use as many pages of this report as necessary, however, the combined total of all pages must equal the exemptions claimed on your return.

** Exempt Codes :

G= Federal or State government employees - attach copy of documentation to this report

F = Foreign government employee - attach copy of documentation to this report

L = Long term (over 30 days) tenant- save documentation for 3 years

R = Rental Agreement - save documentation for 3 years