



CITY OF  
**PORTLAND, OREGON**

BUREAU OF LICENSES  
*An Equal Opportunity Employer*

**Thomas Lannom, Director**  
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**TRANSIENT LODGINGS 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.

\_\_\_\_\_  
(Signature of **Federal** Employee) \_\_\_\_\_ 20\_\_\_\_  
(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 stripe only (Blue Stripe verified:  YES \_\_\_\_\_ initials)

**City of Portland Code Section 6.04.050 states no tax shall be imposed upon:**

**Any *Federal* Government employee travelling on official government business, who presents an official Government Exemption Certificate or official travel authorization.**

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

A separate exemption certificate is required for each occupancy and for each Federal employee. If you have any questions, please call the Bureau of Licenses Audit Section at (503) 823-5286.