



**CITY OF LATHROP
TRANSIENT OCCUPANCY TAX
NON-TRANSIENT OCCUPANCY
EXEMPTION CLAIM FORM**

Hotel Name: _____

Hotel Address: _____

Use this form to claim exemption from Transient Occupancy Tax for non-transient occupancy. A guest is transient for the first 30 days of continuous stay and therefore taxable for that period. Once a period of 30 days has elapsed, the guest becomes non-transient for the remaining uninterrupted stay, and is no longer subject to Transient Occupancy Tax. An exemption claim form is required from each such non-transient guest.

If there is a non-refundable contractual agreement providing for a stay of more than 30 days upon check in, the guest is considered non-transient from the first day of stay and therefore not subject to the tax. An exemption claim form is not required.

Room Number	Name of Occupant	Check-In Date	Date the guest is considered non-transient (must be 31 days after check-in date.)

I declare under penalty of perjury that this information is true and correct. I have met the City of Lathrop's requirement of a continuous stay of more than thirty consecutive calendar days. I am hereby claiming exemption from the tax for the non-transient portion of my remaining continuous stay.

Signature of hotel guest

Phone Number

Date

HOTEL OPERATOR:

YOU MUST KEEP THIS FORM AS PART OF YOUR BUSINESS RECORDS.