



**City of Portland Oregon Transient Lodging Program**

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**TRANSIENT LODGINGS TAX GOVERNMENT EXEMPTION CERTIFICATE**  
**(A completed certificate is required for a tax exemption.)**

Guest name (please print): \_\_\_\_\_

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

Supervisor Contact Information (name, address, phone number): \_\_\_\_\_

Name of lodging establishment: \_\_\_\_\_

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 Government Agency indicated above; 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 the federal employee

\_\_\_\_\_  
Date

**\*\* IMPORTANT:** Do not accept this certificate without one of the following (generally, do not photocopy federal ID cards unless there is no other documentation & employee agrees to copy of ID card):

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

GSA SmartPay Charge Card  
(Government ID checked:  YES \_\_\_\_\_ initials)

Business card with Federal logo  
(Government ID checked:  YES \_\_\_\_\_ initials)

U.S. State Department identification card – with statement on card exempting hotel taxes  
(Government ID checked:  YES \_\_\_\_\_ initials) -- please attach copy of card

Other – email from employer or photocopy of Government ID  
(Email from Employer / Government ID:  YES \_\_\_\_\_ initials) -- please attach copy of email/card

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

**Any Federal Government employee traveling 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 Revenue Division, License and Tax Division at (503) 865-2857.

**If a guest is unable or unwilling to provide the necessary information required to verify they are an employee of the federal government AND 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.**

## Government Exemption Instructions

The City of Portland Transient Lodgings 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:

### 1. 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.

### 2. Letter from Federal employer on official Federal Agency letterhead & Government ID

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

In the event items #1 or #2 are unavailable, the guest must provide a completed City of Portland Government Exemption Certificate plus one of the following:

### 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 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 Division to verify validity. Color photocopies are preferred.*

### Other:

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 will also be accepted. The email address must be from the federal government agency the guest is employed by. Emails generated from personal email accounts will not be accepted. The guest is still required to complete the City of Portland Government Exemption Certificate (the form on the reverse) and present Government 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.

**If a guest is unable or unwilling to provide the necessary information required to verify they are an employee of the federal government AND are travelling on official federal business, their request for government exemption should be denied, as it WILL be denied under audit.**

**Important Reminder:** The guest folio listing all final charges must be attached to each Government Exemption Certificate or official travel authorization.