

12-302  
(Rev. 10-86/4)

## HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE

Name of guest
Address of guest <i>(Street and number, city, state, ZIP code)</i>
Name of exempt organization
Address of exempt organization <i>(Street and number, city, state, ZIP code)</i>
Organization exempt status <i>(Religious, charitable, educational, governmental)</i>

### GUEST CERTIFICATION:

I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above, and that all information shown on this document is true and correct.

sign here	Guest	Date
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Name of hotel/motel
Address of hotel/motel <i>(Street and number, city, state, ZIP code)</i>
Method of payment <i>(Cash, personal check or credit card, organization check or credit card, direct billing, other)</i>

**NOTE:** This certificate should be furnished to the Hotel or Motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. This certificate does not require a number to be valid.