

Riverside County Treasurer-Tax Collector  
 Attn: TOT Desk  
 P.O. Box 12005  
 Riverside, CA 92502



Phone: 951-955-0799  
 Fax: 951-955-9680  
 E-mail: rctctot@rivco.org

**TRANSIENT OCCUPANCY TAX EXEMPTION CLAIM FORM FOR  
 FOREIGN GOVERNMENT OFFICER OR EMPLOYEE**

TOT Certificate Number: \_\_\_\_\_

STR / Hotel / Motel Address: \_\_\_\_\_

Operator / Hotel / Motel Name: \_\_\_\_\_

Operators of STR / Hotel / Motels should not accept this claim for exemption unless the person presenting it shows satisfactory credentials. A separate claim form is required for each occupancy and for each representative.

The undersigned claims exemption from paying the 10% transient occupancy tax for the following:

Gross rent collected that is subject for exemption for this reporting period only		
Dates exempted for this reporting period		thru

**DECLARATION OF STR / MOTEL / HOTEL GUEST**

I declare under penalty of perjury that to the best of my knowledge the foregoing is true, correct, and complete.

\_\_\_\_\_  
 Name of Foreign Government Agency

\_\_\_\_\_  
 Address of Home Office

\_\_\_\_\_  
 Signature of Foreign Govt. Representative

\_\_\_\_\_  
 Date

**ATTENTION OPERATOR/ MOTEL/HOTEL**

This form must accompany your quarterly tax return to the County of Riverside in order to receive credit for the exemption. If this form is not received, you will be subject to penalty.

**Ordinance No. 495**

**Section 8. PENALTIES AND INTEREST. c. Fraud.**

If the Tax Collector determines that the nonpayment of any remittance due under this ordinance is due to fraud, a penalty of 25% of the amount of the tax shall be added thereto in addition to the penalties stated in paragraphs (a) and (b) of this section.

**Section 11. RECORDS.**

It shall be the duty of every operator liable for the collection and payment to the county of any tax imposed by this ordinance to keep and preserve, for a period of three years, all records as may be necessary to determine the amount of such tax as he may have been liable for the collection of and payment to the county, which records the Tax Collector shall have the right to inspect at all reasonable times.