

# *Shasta County Office of Education*

## *Hotel/Motel Transient Occupancy Tax Waiver*

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1. Upon making lodging reservations inquire if the hotel/motel accepts government agency transient occupancy tax waiver forms. If no, do nothing further.
2. If yes, complete the **Hotel/Motel Transient Occupancy Tax Waiver** form.
  1. Enter the hotel/motel name
  2. Enter the hotel/motel street address
  3. Enter the city, state and zip code
  4. Enter occupancy date(s)
  5. Enter the traveler's name
  6. Sign and Date
3. Obtain a copy to keep with employee travel records and send the original to hotel/motel with payment prior to stay or with employee upon departure.