

CITY OF SOUTH SAN FRANCISCO
TRANSIENT OCCUPANCY & CONFERENCE CENTER
MONTHLY EXEMPTION SUMMARY

Hotel: _____

HOTEL / MOTEL OPERATOR: *You must complete this MONTHLY EXEMPTION SUMMARY, EXCEPTION FORM #1, #2, and/or #3 with the supporting documentations, and file it with the MONTHLY TAX RETURN whenever tax exemptions are claimed by occupants during the reporting period.*

1. **Reporting Period:** Enter the month and year for which the Monthly Tax Return is filed. _____ 1.
2. **Total number of transients who claimed exemption # 1** (government employee) **or # 2** (written agreement for more than 30 days) in Part I of the INDIVIDUAL EXEMPTION FORM. _____ 2.
- 2a. **Total Gross Rent paid by those transient.** _____ 2a.
- 2b. **Total number of continuous room nights rented by those transients.** _____ 2b.
3. **Total number of transients who claimed exemption # 3** (occupancy over 30 days) in Part I of the INDIVIDUAL EXEMPTION form. _____ 3.
- 3a. **Total gross rent paid by those transients** from the 31st day of continuous occupancy to the end of the occupancy during the reporting period. _____ 3a.
- 3b. **Total number of continuous room nights rented by those transients** from the 31st day of occupancy to the end of the occupancy during the reporting month. _____ 3b.
4. **Add the amounts on lines 2a and 3a** and enter the result here and on line 4 of the **Transient Occupancy Tax** Monthly Tax Return. _____ 4.
5. **Add the amounts on lines 2b and 3b** and enter the result here and on line 4 of the **Conference Center Tax** Monthly Tax Return. _____ 5.

I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.

Name and Title

Signature

Date

Attach this Monthly Exemption Summary to the Monthly Tax Return.