

# Form HM1500 Hotel and Motel Tax, City of Moraine Exemption Certificate for Governmental Agencies

City of Moraine Finance Department  
4200 Dryden Road  
Moraine OH 45439

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This form is to be completed by a representative or employee of a governmental agency requesting an exemption from the City of Moraine's Hotel and Motel Tax. The hotel operator must retain this completed form and supporting documents for five years.

NAME OF HOTEL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATES OF OCCUPANCY:

CHECK IN: \_\_\_\_\_ CHECK OUT: \_\_\_\_\_

AMOUNT PAID FOR THE ROOM: \$ \_\_\_\_\_ PER: \_\_\_\_\_ DAILY \_\_\_\_\_ WEEKLY \_\_\_\_\_ MONTHLY

PERSON REQUESTING EXEMPTION:

_____	_____
NAME OF EMPLOYEE	TITLE/POSITION
_____	_____
GOVERNMENT ENTITY NAME	TELEPHONE
_____	_____
STREET ADDRESS	EMAIL ADDRESS
_____	_____
CITY STATE ZIP	DRIVER'S LICENSE STATE AND NUMBER

I hereby declare under penalty of perjury that I am a representative or employee of the governmental agency indicated above; and that such charges are incurred in the performance of my official duties as a representative of such agency, and that the foregoing facts and statements are true and correct.

Executed at: (City) \_\_\_\_\_ (State) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** In all cases in which the tax is not collected by the operator, the operator shall be liable for the tax due on the taxable rent received for the rental as though the tax had been paid by the occupant.

Operators should not accept this certificate unless the person presenting it submits satisfactory proof that he/she meets the requirements for the exemption (i.e. Government Agency Calling Card, Agency Letter, or Identification Card). A separate exemption certificate is required for each occupant claiming this exemption.

**TO BE COMPLETED BY HOTEL OPERATOR/STAFF**

**This exemption is not valid unless the occupant's Government Agency Calling Card, Agency Letter, or Identification Card is attached.**

VERIFIED BY:

\_\_\_\_\_

Print Hotel Employee's Name                      Hotel Employee's Signature                      Date