



**CITY OF LATHROP
TRANSIENT OCCUPANCY TAX
NON-TRANSIENT OCCUPANCY – EXEMPTION CLAIM FORM
Finance Department**

390 Towne Centre Drive, Lathrop, CA 95330
Main: (209) 941-7320 Fax: (209) 941-7339
Email: billing@ci.lathrop.ca.us

Business Name: _____

Address: _____

Use this form to claim exemption from Transient Occupancy Tax for non-transient occupancy. A guest is transient for the first 30 days of continuous stay and therefore taxable for that period. Once a period of 30 days has elapsed, the guest becomes non-transient for the remaining uninterrupted stay, and is no longer subject to Transient Occupancy Tax. An exemption claim form is required from each such non-transient guest.

If there is a non-refundable contractual agreement providing for a stay of more than 30 days upon check in, the guest is considered non-transient from the first day of stay and therefore not subject to the tax. An exemption claim form is not required.

Room Number	Name of Occupant	Check-In Date	Date when guest is considered non-transient (must be 31 days after check-in date.)

I declare under penalty of perjury that this information is true and correct. I have met the City of Lathrop's requirement of a continuous stay of more than thirty consecutive calendar days. I am hereby claiming exemption from the tax for the non-transient portion of my remaining continuous stay.

Signature of Hotel Guest

Phone Number

Date

HOTEL OPERATOR: PLEASE KEEP A COPY OF THIS FORM AS PART OF YOUR BUSINESS RECORDS.