

## **The Westin Long Beach**

### **City of Long Beach Occupancy Tax Exemption Requirements**

- **Non-exempt Organizations/Agencies**
  1. State Government other than California
  2. State Universities (non-California)
  3. Privately funded schools/universities (regardless of state)
  4. Non-profit Organizations (regardless of state)
  5. Religious Organization (regardless of state)
  6. County or City Employees (regardless of state)
  
- **Exempt Organization/Agencies**
  1. Federal Government and State of California Employees
  2. American Red Cross Employees
  3. Insurance Companies
  4. Federal Credit Unions
  
- Guests asking for tax exemption must complete and sign the City of Long Beach Exemption Certificate and **MUST** provide **ONE** of the following as back-up:
  1. A copy of Government travel orders indicating the issuing Federal or State of California governmental agency and the person's full name.  
**\*\*Must Be signed by a manager or have travel authorization #.**  
**OR**  
A copy of a letter on the official letterhead of an exempt governmental or other agency requesting exemption, listing the employee's name, and stating that the stay is for official government or agency business. The dates of the occupancy must also be included.**\*\*Must be signed by a manager.**  
**OR**
  2. A copy of warrant or check drawn on the treasury of the United States or the State of California made payable to the hotel for hotel occupancy  
**\*\*government credit cards ARE NOT accepted**  
**\*\*employee ID ARE NOT accepted**
  
- Foreign diplomats with Consulate ID card (it has a picture and government seal) are exempt with no further back-up required
- American Indian travel reps are also exempt with ID similar to the consulate with no further back-up required
- Guests who stay more than 30 nights are exempt starting on the 31<sup>st</sup> night moving forward, and will receive a refund for the tax paid during the first 30 nights

**NOTE: Guests who cannot provide required back-up will not be exempt and will be directed to the State Board of Equalization 800-400-7115, who will refund them the tax directly if in fact they are exempt.**