



The City of  
**OKLAHOMA CITY**  
 DEPARTMENT OF FINANCE  
 City Treasurer's Office

**INDIVIDUAL EXEMPTION FORM**

By completing and signing this form I am attesting to the fact that I am exempt from the payment of The City of Oklahoma City hotel tax for one of the following reasons:

**PLEASE CHECK THE APPROPRIATE BOX**

- I am residing at this hotel for at least thirty (30) consecutive days with permanent residency ending when any break in such residency occurs.
- I am an employee of the United States government or one of its agencies or divisions staying at this hotel on business related to my job with applicable charges **paid directly** by the United States government or agency.
- I am an employee of the State of Oklahoma or a political subdivision staying at this hotel on business related to my job with applicable charges **paid directly** by the State of Oklahoma or political subdivision.
- I am an employee of a public school system or state accredited private school and staying at this hotel on business related to my job with applicable charges **paid directly** by the school.
- I am an employee or member of a church staying at this hotel on business related to my church with applicable charges **paid directly** by the church.

Complete the following information (please print):

Name of Exempt Entity \_\_\_\_\_

Name of Guest \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Method of Payment (Cash, Check, Credit Card) \_\_\_\_\_

<b>The above information is true and correct to the best of my knowledge.</b>	
<b>Signature</b>	<b>Date</b>

	Hotel Use
Hotel Name:	
Certificate #:	
Rec'd By & Date:	