

**TRANSIENT OCCUPANCY TAX REFUND REQUEST**

(Employee of a foreign government)

Mail completed request to: City of Palmdale  
Finance Department  
38300 Sierra Highway, Suite D  
Palmdale, CA 93550

*This request must be mailed within 30 days of Hotel/Motel stay.*

I am an employee of a foreign government and I, hereby, request a refund of Transient Occupancy Tax in the amount of \$ \_\_\_\_\_, paid to \_\_\_\_\_ (name of hotel/motel) on \_\_\_\_\_ (Date). I am claiming exemption under the legislative action cited below:

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I have attached a copy of my paid hotel/motel bill to substantiate this request for refund of paid transient occupancy taxes.

I understand this request for refund must be filed directly with the City of Palmdale and the Hotel/Motel has no liability to assist me with this request.

**Note:** Refund checks will be made payable to the qualifying company.

\_\_\_\_\_  
Name of Qualifying Agency/Company

\_\_\_\_\_  
Address of Qualifying Agency/Company

( ) \_\_\_\_\_  
Agency/Company Telephone number

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Name of Individual

\_\_\_\_\_  
Date