

VERIFICATION OF EXEMPT PAYMENT METHOD

The hotel is required to verify that payment is being made directly by an exempt entity before allowing an exemption of sales and/or occupancy tax. Your cooperation ensures that we have proper documentation to allow an exemption. Please complete the top or bottom half of the form, as applicable.

Verification of State or Local Government Employee or Non-Profit Entity Payment Method:

- 1) Is the credit card being used in the organization's name? Please list organization: _____.
- 2) Is the credit card billing statement mailed directly to the organization's business address? _____
- 3) Is anyone being reimbursed for the charges related to this stay/event? _____
- 4) Please provide the last 4 digits of the card used for settlement. ____ _

Form completed by: _____ Date: _____

Verification of Federal Government Credit Cards:

Please place an "X" on the picture of the type of card you are using for settlement. The type and description of the cards are listed below each of the pictures.



Purchase Card
(CBA)
Red with an eagle



Travel Card
(IBA or CBA)
Blue with an airplane.



Tax Advantage Travel Card
(IBA or CBA)
Silver with a car.



Integrated Card
(IBA or CBA)
Gold with a globe.

First six digits of the card used for settlement: ____ _

All CBA cards are exempt where allowed by law, Travel, Tax Advantage Travel, and Integrated cards are only exempt when the sixth digit is a 5, 6, 7, 8, 9 or 0.

Form completed by: _____ Date: _____