



**CITY OF ELKO**  
**Office of the City Clerk**

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**GOVERNMENT EXEMPTION CLAIM FORM**

TO: \_\_\_\_\_  
(Name of Hotel/Motel/RV) Address

THIS IS TO CERTIFY that I, the undersigned, am a representative or employee of the Governmental Agency indicated below; that the charges for the occupancy at the above establishment on the dates set forth below have been, or will be paid for by such Governmental Agency; and that such charges are incurred in the performance of my official duties as a representative or employee of such Governmental Agency.

Number of Rooms: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Arrival: \_\_\_\_\_ Departure \_\_\_\_\_ Total Paid: \_\_\_\_\_

I HEREBY CERTIFY (or declare) under penalty of perjury, that the foregoing statements are true and correct.

\_\_\_\_\_  
(Signature of Governmental Agency Representative/Employee) (Date)

**HOTEL/MOTEL/RV OPERATORS**

Do not accept this certificate *unless* the person presenting it shows satisfactory credentials, and meets all the required conditions. The Government must either pay you directly, or the employee may pay with a credit card issued by the Governmental Agency to the employee. Governmental employees on vacation are not exempt from transient lodging tax. A hotel employee must validate the Governmental exemption by legibly cosigning the form, and listing their job title. This form must be kept not less than four (4) years from the close of the accounting year to which the returns relate.

\_\_\_\_\_  
(Signature of Validating Hotel/Motel/RV Employee) (Name of Hotel/Motel/RV Employee)