

CITY OF MUSKOGEE
HOTEL/MOTEL TAX EXEMPTION
PERMANENT OR EXEMPT RESIDENT CERTIFICATE

This certifies that: _____
(Name of permanent or exempt resident)

(Address of permanent or exempt resident)

Was a guest at: _____
(Name of hotel/motel granting exemption)

(Address of hotel/motel)

For the period _____, 20____ to _____, 20_____.

(Signature of permanent or exempt resident)

(Government issued ID number)

(Representative of motel)

(Date)

Permanent Resident:

The City of Muskogee Code, Article V, Section 74-116 authorizes an exemption from hotel/motel tax for permanent residents and Article V, Section 74-114 defines a Permanent Resident as:
“Any occupant as of a given date who has or shall have the right of occupancy of any room in a hotel for at least 30 consecutive days during the current calendar year or preceding year.” Taxes will be collected from the 1st through the 30th days. **Any break in the residency, during the initial 30 day period will require the 30 day period to begin again until the continuous 30 day requirement is satisfied. After the exemption becomes effective, any break in the continuous residency will terminate the exemption and require taxes to be collected and the 30 day waiting period to begin again.**

Other Tax Exempt Entities:

Any Federal, State or Local Government entity shall provide a copy of the Tax exempt certificate.
A 501(c)(3) or similar entity shall provide a current certificate of recognition and FEIN.

Attach a copy of the resident’s driver’s license or government issued identification and appropriate supporting documentation.

Original exemption certificate and supporting documentation to be kept by hotel/motel.

Guest Exemption Log to be submitted to City of Muskogee Treasurer with monthly reports and payments.

THIS FORM SHALL BE RETAINED FOR THREE YEARS