

Monthly Guest Exemption Log

NAME OF HOTEL/MOTEL	DATE: MONTH AND YEAR

ALL GUESTS FOR WHICH A HOTEL/MOTEL TAX EXEMPTION IS CLAIMED MUST BE LISTED ON THIS FORM AND SUPPORTING FORM AND DOCUMENTATION RETAINED BY LODGING ESTABLISHMENT

Permanent Guests Exemption: Guests who have completed 30 consecutive days of residence at the hotel.

Government Worker: Guests on Government business with appropriate Government ID and Documentation.

Non-Profit: Guests on business with appropriate 501(c) (3) and FEIN Documentation.

For audit purposes you must retain a copy of the folio that documents the dates of stay, copies of the supporting documents and the individual exemption form. Documentation must be retained for three years from the month that the exemption is claimed on the return.

LAST NAME	FIRST NAME	CHECK IN	CHECK OUT	FOLIO #	AMOUNT
Total exempt receipts					

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