

Dear Guest,

Thank you for choosing dusitd2 constance hotel Pasadena!



Please see below regarding the City of Pasadena's Transient Occupancy Taxes (TOT):

The City's Municipal Code does not provide for state, federal, or military exemptions; however, there are exemptions granted in the Municipality Code and/or by court decisions. Those exemptions are as follows:

1. Municipal Code Section 4.44.040: Any officer or employee of a foreign government who is exempt for reason of express provision of federal law or international treaty.
2. Municipal Code Section 4.44.140: Any person occupying a room pursuant to an emergency shelter grant from the Red Cross or similar organization as a result of a natural disaster.
3. Court decision: Employees of federal credit unions on credit union business.

If you feel that you qualify for any of the reasons stated above, please complete the attached City of Pasadena Transient Occupancy Tax Refund Claim Form.

If you have any questions, please contact Vic Erganian at (626) 744-4422.

Warm Regards,

Raymond Chu
Director of Finance
Dusitd2 Constance Hotel Pasadena
928 E Colorado St. Pasadena Ca 91106
(626) 898-7900

CITY OF PASADENA
TRANSIENT OCCUPANCY TAX REFUND CLAIM FORM

Name of Claimant: _____ Dates of Occupancy: _____

Current Address: _____

Agency: _____ Agency Phone #: _____
(Employer)

I request a refund for the Transient Occupancy Taxes paid to the City of Pasadena on the dates indicated above because of the following reason(s). I agree to cooperate with the City of Pasadena in providing any additional information reasonably required to substantiate my claim for refund.

Please check all applicable lines.

1. _____ I am a Federal Credit Union employee and the charges for my occupancy were incurred and paid in the performance of my official duties as a representative of the Federal Credit Union. (Please see instructions below)
2. _____ I am a Foreign Diplomat who is exempt by reason of express provision of of federal law or international treaty. (Please see instructions below)
3. _____ Other. Please set forth in attached page(s) facts which you believe entitle you to a refund.

I declare under penalty of perjury that the foregoing, and all information, evidence and attachments submitted with this claim form, is true and correct.

Executed on: _____

Signature: _____

Title: _____

Instructions to Claimants

1. Refunds cannot be granted unless charges are incurred and paid in the performance of official duties as indicated above. Please provide the City with evidence to document that the charges were incurred in the performance of official duties.
2. You are required to provide the City with all necessary documentation showing the charges and payment for Transient Occupancy Taxes.
3. Send your claim for a refund to:

Treasurer
100 N. Garfield Avenue, Room N123
P.O. Box 7115
Pasadena, CA. 91109-7215