



COUNTY OF NORTHAMPTON

Revenue Division
669 Washington Street, Easton, PA 18042
610-829-6187

EXEMPT ORGANIZATION'S ATTESTATION OF TRAVEL FOR OFFICIAL BUSINESS

I, the undersigned, am a representative of the exempt governmental agency identified below. The rental of living accommodations made on the dates listed below is for use by the exempt organization identified below for travel on official business.

The charges for purchase or lease of tangible personal property, services, or the rental of living accommodations from _____ to _____ are for the organization's official use only.

Under penalty of perjury, I declare that I have read the foregoing and that the facts stated in it are true.

Authorized signature on behalf of the exempt entity: _____

Please print name & title of the representative: _____

Name of exempt entity: _____

Address of exempt entity: _____

Phone number of exempt entity: _____

Email contact of exempt entity: _____

IMPORTANT NOTE: THIS LETTER MAY NOT BE USED TO SUBSTANTIATE RENTAL OF LIVING ACCOMMODATIONS FOR THE PERSONAL USE OF ANY INDIVIDUAL REPRESENTING THE EXEMPT ENTITY ABOVE.

_____ Please initial that you have read and understood this document

FOR HOTEL PERSONNEL: I have seen and verified the guest's official identification card and written documentation of official business.

Signed _____

Date _____

NOTE: A copy of the written documentation of official business must be attached to this attestation, and copies of both must be attached to the Hotel Room Rental Tax Exemptions – Non-Permanent Residents.