New York State Department of Taxation and Finance

# Exemption Certificate

Tax on occupancy of hotel rooms

**ST-129**
(10/00)

**This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.**

| Name of hotel, motel, lodging house, etc. | | | | Dates of occupancy<br>From: / / To: / / |
|---|---|---|---|---|
| Number and street | City, village, or post office | State | ZIP code | Country |

*This is to certify that I, the undersigned, am a representative of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy at the above establishment on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as a representative or employee of that governmental entity.*

| Governmental entity *(federal, state, or local)* | Agency, department, or division |
|---|---|
| | |

| Employee name *(print or type)* | Employee title | Employee signature | Date |
|---|---|---|---|
| | | | / / |

## Instructions for the government representative or employee

If you are on official New York State or federal government business and staying in a hotel or motel:

1. Complete all information requested in the box above.
2. Sign and date this exemption certificate in the box above.
3. Show the operator of the hotel or motel your appropriate and satisfactory identification.
4. Give this completed Form ST-129 to the operator of the establishment.

You may pay your hotel bill with cash, with a personal check or personal credit card, with a government voucher, or with a government credit card.

**Please note:**

- If, while on official business, you stay at more than one location, you must complete an exemption certificate for each establishment.
- If you are in a group traveling on official business and staying in this particular hotel, each person must complete a separate exemption certificate and give it to the hotel operator.

**Caution**: Willfully issuing a false or fraudulent certificate with the intent to evade tax is a misdemeanor under section 1817(m) of the Tax Law and section 210.45 of the Penal Law, punishable by a fine of up to $10,000.

## Instructions for the operator of the hotel or motel

Keep this completed Form ST-129, *Exemption Certificate*, as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your establishment. You must keep this exemption certificate for at least three years after the later of: 1) the due date of the last sales tax return to which this exemption certificate applies; **or** 2) the date when you filed the return.

This exemption certificate is valid if the government employee is paying with:

- Cash.
- A personal check or personal credit card.
- A government voucher.
- A government credit card.

**Do not accept this certificate unless the representative or employee presenting it shows appropriate and satisfactory identification.**