

STATE OF DELAWARE  
Division of Revenue  
820 N. French Street  
Wilmington, Delaware 19801

FORM 6100

EXEMPTION CERTIFICATE  
FROM  
TAX ON OCCUPANCY OF  
HOTEL, MOTEL & TOURIST HOME ROOMS  
CHAPTER 61, TITLE 30, DELAWARE CODE

*Note: A Separate Exemption Certificate is Required for Each Occupancy  
and for Each Representative or Employee.*

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**PART A - TO BE COMPLETED BY OPERATOR**

\_\_\_\_\_  
Name of Hotel, Motel or Tourist Home Fed. EI or SS Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

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**PART B - TO BE COMPLETED BY THE OCCUPANT**

This is to certify that I, the undersigned, am a representative of the United States or State of Delaware Governmental Department or Agency or public school district indicated below, that the charges for the occupancy at the above establishment on the dates set forth below have been or will be paid for by such Government or public school unit; and that such charges are incurred in the performance of my official duties as a representative or employee of such Governmental or public school unit.

\_\_\_\_\_  
Name of Individual (Please print or type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Government Agency

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Dates of Occupancy

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**THIS EXEMPTION CERTIFICATE IS TO BE RETAINED BY THE OPERATOR OF THE HOTEL, MOTEL OR TOURIST HOME AS EVIDENCE OF EXEMPT OCCUPANCY FOR A MINIMUM OF FOUR CALENDAR YEARS.**