Florida-specific Documentation Requirements

All organizations that are *not* federal government require documentation from **both** columns.

Entity Type	Florida Consumer's Certificate of Exemption Required?	Copy of payment required, or affidavit accepted?
Federal government	No	Affidavit accepted *OR* copy of payment
State government	Yes	Affidavit accepted *OR* copy of payment
Local government	Yes	Affidavit accepted *OR* copy of payment
Other	Yes	ONLY copy of payment accepted. NO affidavits permitted.

Please note:

- The Florida Certificate of Exemption is required for any guest who is not with the federal government. We cannot accept certificates issued by other states.
- The Florida certificate lists an exemption category. Only accept affidavits in lieu of proof of payment for certificates which list "government" as the type in the upper right hand corner of the certificate.
- Florida universities should only be treated as state government if their exempt type is listed as government; otherwise, they fall into educational in the "other" category above.

Copying credit cards as proof of payment:

Federal government: Affidavit is **preferred** method of proving exemption. Affidavit should be signed by the guest actually staying in the room, listed on the folio.

If, for some reason, you must use a copy of the card instead of saving the affidavit, ensure that the card is a GSA card. Copy the front of the card only. Black out all but the *last four numbers* of account string. Copy the blacked out copy. Ensure second copy is legible. Retain the second copy; destroy the first. It is critical that the black out process be followed.

State or local government: Affidavit is **preferred** method of proving exemption. Affidavit should be signed by the guest actually staying in the room, listed on the folio.

If, for some reason, you must use a copy of the card instead of saving the affidavit, ensure that a Florida-issued P-Card is being used. Copy the front of the card only. Black out all but the *last four numbers* of account string. Copy the blacked out copy. Ensure second copy is legible. Retain the second copy; destroy the first. It is critical that the black out process be followed.

Other exempt organization: Ensure the card has the organization's name on it. Copy the front of the card only. Black out all but the *last four numbers* of account string. Copy the blacked out copy. Ensure second copy is legible. Retain the second copy; destroy the first. It is critical that the black out process be followed.

All – In order for us to make the check in process more efficient, please bring physical copies of the above requirements with you to present to the Front Desk.