

## Employer's Confirmation

as per §1, para. 1, clause 5 of the Hamburg Culture and Tourism Tax Law (HmbKTTG)

Name and address of the employer (company letterhead)

We hereby confirm to our employee

\_\_\_\_\_

that the overnight stay in Hamburg from \_\_\_\_\_ to \_\_\_\_\_ is essential for professional or business-related reasons.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of employer)

\_\_\_\_\_  
(Surname, first name of the signatory in printed letters)

### Note on data protection

Submitting this employer's confirmation to the accommodation establishment is voluntary and serves the exclusive purpose of ascertaining tax obligations in accordance with the Hamburg Culture and Tourism Tax Law (HmbKTTG). The collected data shall be forwarded to the Free and Hanseatic City of Hamburg, Revenue Office for Transaction Tax and Property. If this procedure is not agreed to, the culture and tourism tax shall be levied unless the professional or business-related reasons for making an overnight stay essential are otherwise provided. Upon issuing this confirmation, the signatory consents to the data being processed and used as mentioned above.

### Further notes

Overnight accommodation for professional or business-related reasons is deemed essential if the professional or business-related activity in Hamburg cannot be reasonably carried out otherwise.

The tax administration of the Free and Hanseatic City of Hamburg is entitled to verify employer's confirmations. In the event of an incorrect or falsified confirmation, the guest may be held liable for any unpaid tax. Issuing an incorrect confirmation may be pursued as an administrative or criminal offence.