



City of Duluth

Finance Department

411 West First Street | Room 120 | Duluth, MN 55802-1190

p.218-730-5350 | Treasury@DuluthMN.gov | <https://duluthmn.gov/finance/>

INSTRUCTIONS FOR CITY OF DULUTH TOURISM TAX PERMIT APPLICATION

1. Select your reason for applying for a tourism tax permit.
2. Choose the type of permit you are requesting. If lodging, please indicate how many units are in your rental.
3. Enter the date of your first taxable transaction.
- 4a. Enter business organization information.
- 4b. Enter location information, if different from organization.
- 4c. **This contact information is very important.** Please provide a mailing address where our office should send return forms, statements, and letters regarding tourism taxes. Also, provide a phone number and E-mail for the individual responsible for filing taxes. If there are multiple E-mails or phone numbers, please list them (use back of application if needed).
5. Type of legal organization. If non-Minnesota corporation, give the state in which incorporated. If other, specify.
6. Previous owner's name, address, and permit number if applicable.
7. Indicate if business is seasonal and provide details if it is.
8. Give the number of business locations making taxable sales in Duluth. If you have more than one place of business, an application for each place must be filed. A vending machine operator shall be considered as having one place of business. If you have no regular place of business and move from place to place, you shall be considered to have one place of business.
9. Lodging only: indicate how you will take reservations. If you have questions regarding this, please contact our office at 218-730-5059.
10. List names, addresses, and home phone numbers of all owners, except corporation, list principal officers.

**Form may be printed and mailed in, dropped off at our office OR E-mailed in to
Treasury@DuluthMN.gov**