



**City of Duluth**

City Treasurer

411 West First Street • Room 105 • Duluth, Minnesota • 55802-1190  
Telephone: 218-730-5350 • Fax: 218-730-5917 • [www.duluthmn.gov](http://www.duluthmn.gov)

An Equal Opportunity Employer

## **INSTRUCTIONS FOR CITY OF DULUTH TOURISM TAX PERMIT APPLICATION**

1. State your reason for applying and type of permit(s) you are applying for.
- 2a. Name and mailing address for your business' organization.
- 2b. Name of location (Doing Business As) and address (if different than business organization information).
- 2c. Mailing address where tax-related documentation should be mailed (if different than business organization information).
3. Contact information for business.
4. Enter the date of the first day your business will be making taxable sales in Duluth.
5. Name and address where records are kept, such as accountant, etc.
6. Type of legal organization. If non-Minnesota corporation, give the state in which incorporated. If other, specify.
7. Taxpayer Identification Number. If your legal organization is an individual, you must provide your Social Security Number. All other legal organizations must provide an employer identification number.
8. Previous owner's name, address and permit number (if applicable).
9. If you have a State of Minnesota Tax Identification number, give this number.
10. If your business is seasonal, mark dates it will be open each year.
11. 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.
12. 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. For electronic submission, you must have the most current version of Adobe Reader with all updates. If you encounter issues, please print and mail your form.**