

**INSTRUCTIONS FOR COMPLETING NEW LONDON TOWNSHIP
LODGING TAX PERMIT APPLICATION**

1. State the type of lodging permit you are applying for (e.g. motel, bed and breakfast, etc.)

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 New London Township.

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, provide this number.

10. If your business is seasonal, mark the approximate dates it will be open each year.

11. Give the number of business locations making taxable sales in New London. 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.

13. Include Application Fee: \$25.00

Dated: _____ **APPLICANT:** _____

By: _____