

City of Austin



**500 Fourth Avenue NE**  
**Austin, Minnesota 55912-3773**  
**Phone: 507-437-9940**  
**[www.ci.austin.mn.us](http://www.ci.austin.mn.us)**

## **LODGING ESTABLISHMENT LICENSE**

### **NEW LICENSE REQUIREMENTS**

- General Application for License
- \$10.00 application fee
- \$75.00 annual fee – Pro-rated to \$40 minimum
- Completed Workers' Compensation Compliance Form

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Lodging establishments are required to pay a 3% lodging tax to provide funding for the Austin Area Convention & Visitors Bureau (Discover Austin). The lodging establishment is required to submit the Lodging Establishment Tax Return monthly. This must be submitted to City Hall with remittance by the 25th of each month.

OFFICE USE ONLY

Receipt No. \_\_\_\_\_

Date: \_\_\_\_\_

iWorq Entry: \_\_\_\_\_



**City of Austin**  
**General Application for License**  
City of Austin ♦ 500 4<sup>th</sup> Avenue NE  
Austin, MN 55912  
507-437-9940  
[www.ci.austin.mn.us](http://www.ci.austin.mn.us)  
Submit to [licensing@ci.austin.mn.us](mailto:licensing@ci.austin.mn.us)

New License ☐

Renewal ☐

Transfer ☐

**SECTION A. License Information**

License Type: \_\_\_\_\_

Fee: \_\_\_\_\_

**SECTION B. Applicant Information**

Applicant's First Name: \_\_\_\_\_

Applicant's Middle Name: \_\_\_\_\_

Applicant's Last Name: \_\_\_\_\_

Type of Entity: ☐ Individual Owner ☐ LLC ☐ Corporation ☐ Partnership

Business/ Legal Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Personal Phone: \_\_\_\_\_

DBA: \_\_\_\_\_

Email Address: \_\_\_\_\_

DBA Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Correspondence Mailed To:

☐ Corporate

☐ DBA

**SECTION C. Corporations, LLCs and partnerships must complete this section**

Corporate Name: \_\_\_\_\_

Corporate Phone Number: \_\_\_\_\_

Corporate Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Officer Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Officer Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

**SECTION D. Tax Identification Information**

Pursuant to Minnesota Statute 270C.72, the licensing authority is required to provide to the Minnesota Commissioner Revenue your Minnesota business tax identification number and the social security number of each license applicant. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding use of this information:

- This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- Upon receiving this information, the City of Austin will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
- **Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.**

Applicant's Name (Last, First, MI):

Social Security Number:

Home Address:

City:

State:

ZIP:

Business Name:

Business Address:

City:

State:

ZIP:

Minnesota Business Tax ID Number:

Federal Tax ID Number:

**SECTION E. Certification of Compliance for Minnesota Workers' Compensation**

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

Insurance Company Name (not the agent):

Policy Number:

Dates of Coverage:

to

**OR**

I am not required to have workers' compensation liability coverage because:

- ☐ I have no employees
- ☐ I am self-insured (include permit to self-insure)
- ☐ I have no employees who are covered by the workers' compensation law (these include spouse, parents, children, and certain farm employees)

Government Data Practices Act: The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. Some of the data will be classified as public data if and when the license is granted. Private financial information including tax identification numbers and social security numbers are classified as private data and will be available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.

*I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.*

SIGNATURE

POSITION

DATE SIGNED