

January 26, 2023

MN ID:

Letter ID:

## You are Registered for a New Local Tax

The Minnesota Department of Revenue registered your sales and use tax account for the new local taxes. On the start date, your Sales and Use Tax return will include the following tax lines:

Tax	Location	Rate	Start Date	Tax Line Number
Sales	Grand Rapids	0.5%	April 1, 2023	351
Use	Grand Rapids	0.5%	April 1, 2023	352
Sales	Itasca County	1%	April 1, 2023	353
Use	Itasca County	1%	April 1, 2023	354

### Why was I registered?

Registration for these taxes is based on either:

- The city and/or county ZIP code of your location
- Other local taxes you are registered for that are located in the local taxing area

### What if I am not required to collect the new local tax?

If you are not required to collect the new local tax and were registered for it, you can either:

- ignore the new local tax lines
- remove the new local tax from your Sales and Use Tax account in e-Services:
  1. Log into e-Services and access your **Sales & Use Tax** account.
  2. In the I Want To section, select the **Manage Locations** link.
  3. Select the **Location Code** link for the location requiring edits.
  4. Select the **Edit Location** button.
  5. Make any edits required to the General Information and Location 2017 NAICS Code sections.
  6. Select the **Next** button.

7. Verify the location address is correct and make updates if necessary.
8. Select the **Next** button.
9. From the drop down menu in the End Date field, select the year and month of the start date of the new local tax.
10. Select the **Next** button.
11. Make any edits necessary to add tax types for any special or local taxes.
12. Select the **Next** buttons and review the changes made.
13. Select the **Submit** button to approve the changes made to the location.

### **What if I have questions?**

If you have any questions or need more information:

- Visit our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and type **Location** into the Search box.
- Call us at 651-296-6181 or 1-800-657-3777 (toll-free)
- Email us at [salesuse.tax@state.mn.us](mailto:salesuse.tax@state.mn.us)

Sales and Use Tax Division  
Phone: 651-296-6181 or 1-800-657-3777  
Email: [salesuse.tax@state.mn.us](mailto:salesuse.tax@state.mn.us)  
Fax: 651-566-3102