

## Woodbury 3% Lodging Tax

Starting April 1, 2023, the Department of Revenue will administer the Woodbury 3% Lodging Tax. Revenues will fund local tourism identified under Minnesota Statute section 496.190 and Woodbury Ordinance No. 2031.

Lodging is the rental of a room or rooms for a temporary place to stay or live. Lodging facilities must charge sales tax on sales of lodging and certain related services if the term of the rental is for:

- less than 30 days; or
- 30 days or more, with no enforceable written lease agreement.
  - An enforceable written agreement must be entered into at the time of sale (day one or before) if the stay will be 30 days or more. The agreement must include a termination clause that requires serving a notice of intention to terminate, by either party, at least 30 days before vacating, or a shorter period for violation of the lease conditions. The enforceable written agreement must also include a date and both parties' signatures.

Lodging-related services provided within a guest room are taxable. Examples include (but are not limited to):

- Cots, cribs, refrigerators, roll-away beds, and exercise equipment
- Food or liquor from mini-bars and refrigerators
- In-room safes
- Laundry and dry-cleaning services
- Pay-per-view movies and video games
- Room service or room delivery, including mandatory tips and gratuities
- Telephone access charges in guest rooms

For more information on our website search the keywords Special Local Taxes (Fact Sheet 164S) or Hotels and Other Lodging Establishments Guide.

## Who Must Register and Collect the Tax

All lodging facilities making sales in Woodbury must register for Woodbury Lodging Tax. Lodging facilities include (but are not limited to):

- |                                |                         |
|--------------------------------|-------------------------|
| • Accommodation intermediaries | • Motels                |
| • Accommodation providers      | • Resorts               |
| • Bed and breakfasts           | • Rooming houses        |
| • Campgrounds                  | • Trailer camps         |
| • Hotels                       | • Vacation home rentals |
| • Lodging facilities           |                         |

## Woodbury 3% Lodging Tax

### Registering for the Tax

If you file Sales and Use Tax returns online, you can register for this tax before the start date, or when you file the tax collected beginning April 1, 2023.

#### To Register Before You File

1. Log in to e-Services and access your Sales and Use Tax account.
2. In the Sales & Use Tax section, select **Manage Locations**.
3. In the Existing Sales Locations list, select the **Location Code number** for the location you want to edit.
4. In the Available Actions section, select the **Edit Location** link.
5. If the General Information and the NAICS code are correct, select **Next**.
6. If you need to end a tax enter a date and select **Next**, if you do not need to end a tax, select **Next**.
7. Select the check box next to **Woodbury Lodging** in the Lodging section, select **Next**.
8. Review the screen and make any changes for all local sales and use taxes. Select the **Next** button.
9. Review the section titled Special Local Sales and Other Taxes – verify the Woodbury Lodging is listed. If the new tax is listed, select the **Submit** button.
10. Review the Confirmation Summary. You can then select **Close**.

#### To Register When You File in e-Services

You can add a local tax when filing a return:

1. Select the link **Add a Tax Line** at the bottom of the return.
2. From the Tax Type Column, select the dropdown menu to select the local tax you need to add.
3. Enter the taxable dollar amount for the local tax.

The new tax will be on your return the next time you file.

#### To Register When You File by Phone

You must register for this tax before you file your return. To register, call 651-282-5225 or email us at [salesuse.tax@state.mn.us](mailto:salesuse.tax@state.mn.us). If you send an email, include your Minnesota Tax ID Number.

### Reporting the Tax

Report the Woodbury Lodging Tax when you report your Minnesota Sales and Use Tax. Each tax is reported on a separate line of your return. Woodbury Lodging Tax is line number 680.

### Calculating the Tax

To calculate the tax:

1. Add the Minnesota General State sales and use tax rate to the 3% Woodbury Lodging tax.
2. Add any other local taxes that apply.

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3. Apply the combined rate to the sales prices. For more information see Fact Sheet 164S, Special Local Taxes.
4. Round the total to the nearest full cent.

### When to charge the tax

Charge the Woodbury Lodging tax when customers buy taxable items or services subject to lodging tax in Woodbury, unless they give you a valid exemption certificate.

### Local Governments

Local governments are required to pay the Woodbury Lodging Tax. Generally, they must pay local special taxes in Minnesota, but not local general taxes.

Local governments include cities, towns, counties, instrumentalities, political subdivisions, commissions, special districts, and government boards.

### Information and Assistance

Call: 651-296-6181 or 1-800-657-3777 (toll-free)

Fax: 651-556-3102

Email: [salesuse.tax@state.mn.us](mailto:salesuse.tax@state.mn.us)

Write: Minnesota Department of Revenue  
Sales and Use Tax Division  
Mail Station 6350  
St. Paul, MN 55146-6350

Visit our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us)