

# Getting Your New Business License in Willernie

Before you can open your doors for Business in the City of Willernie, your Business will need a City of Willernie Business License.

All home Occupations must also be Licensed.

The following section will guide you through the process of obtaining your Willernie Business License.

1. **Fill Out Forms:**
  - a. Business License Application
  - b. Tax Identification Notice
  - c. Tennessen Warning
2. **Check with the City Clerk (see below for contact information) if you have questions regarding the Zoning of your Business.**
3. **Return completed Forms and the Annual fee of \$100.00 to Willernie City Hall.**

**\*All Business Licenses are renewed annually on July 1.**

  - a. Business Licenses are active from July 1 through June 30<sup>th</sup> of the following year.
  - b. A Business License will need to be renewed when:
    - i. The Business ceases to operate for a period of six months
    - ii. The Product(s) or Service(s) provided by the Business changes and/or the Licensed Business relocates.
4. **If the State of Minnesota requires any License for your Business, please include a Copy of the License with your application.**
5. **Provide a Certificate of Good Standing from the Minnesota Secretary of State.**
6. **After you have received your Approved Business License, please post it in a conspicuous location.**

## QUESTIONS?

City Clerk      651-429-2977

**1. Status of Applicant** (Check all that apply): Owner \_\_\_\_\_ Manager \_\_\_\_\_**2. Owner Information:**

Last Name

First Name

Middle Name

Home Street Address

Street

City

State

Zip

Home Mailing Address

Street

City

State

Zip

Home Phone Number

Email Address

**3. Manager (or additional Owner) Information** (if different from Applicant):

Last Name

First Name

Middle Name

Home Street Address

Street

City

State

Zip

Home Mailing Address

Street

City

State

Zip

Home Phone Number

Email Address

**4. Business Information:**

Name of Business:

Type of Business: \_\_\_\_\_

Store Front \_\_\_\_\_

Home Base \_\_\_\_\_

Other \_\_\_\_\_

Business Street Address

Street

City

State

Zip

Business Mailing Address

Street or Box #

City

State

Zip

Business Phone

Email Address

Business Fax

Website Address

Hours of Operation \_\_\_\_\_

**OFFICE USE ONLY**

Date

/   
 Fee Pd / Receipt #

License #

Approved by

## **Tax Identification Notice**

### **CITY OF WILLERNIE**

Pursuant to Laws of Minnesota, 1984, Chapter 502, Article 8, Section 2 (270.72) (Tax Clearance; Issuance of Licenses), the licensing authority is required to provide to the Minnesota Commissioner of 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 the use of this information.

1. This information may be used to deny the issuance or renewal of your license in the event you owe the state delinquent taxes payable to the commissioner, penalties, or interest;
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.

Please supply the following information and return along with your application to the licensing authority.

Applicant's Last Name	First Name	Middle Initial
Applicant's Address	City, State, Zip Code	
Applicant's Social Security Number	Position (Officer, Partner, etc.)	
Business Name	Phone #	
Business Address	City, State, Zip Code	
Minnesota Tax Identification Number		
Federal Identification Number		
Type of License	License Number	

For Office Use Only

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

Minnesota Government Data Practices Act – Chapter 13  
“Tennessen Warning”

Data is requested from the applicant on various forms. The purpose and intended use of the requested data is to verify the applicant meets all state statute and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created or maintained is classified under the Minnesota Government Data Practices Act as Private data **until license approval** when the data becomes **Public**: (13.41, Subd. 4).

1. Data submitted by applicants (other than names and designated addresses).
2. Orders for hearing and findings of fact.
3. Conclusions of law and specification of the final disciplinary action contained in the record of the disciplinary action.
4. Entire record concerning the disciplinary proceeding.
5. License numbers.
6. License status.

The following data collected, created or maintained is classified as **Private**: (13.41, Subd. 2).

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to the disclosure.
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action.
3. Inactive investigative data relating to violations of statutes or rules.
4. The record of any disciplinary proceeding except as limited by Subd. 4.

The following data collected, created or maintained is classified as **Confidential**: (13.41, Subd. 3).

1. Active investigative data relating to the investigation of complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, as required by court order, and City officials who have a bona fide need for it. The City of Willernie may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

I READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant