



UTAH STATE TAX COMMISSION

TAXPAYER SERVICES DIVISION—210 N 1950 W, Salt Lake City, UT 84134

Website: www.tax.utah.gov

Utah State Temporary Sales Tax Application

All vendors must obtain a temporary sales tax license and special return to sell in the State of Utah. **If you are not selling at this event just fill out the lines that begin with an asterisk, your name, address and indicate that you are not selling then email.** If you are selling, please supply the following information to apply for your temporary sales tax license and return. **The person responsible for paying the tax must fill out this application completely. Email the application to SPECIALEVENT@UTAH.GOV.** Your Utah Temporary Sales Tax License and Special Return will be issued to you at the event. If you have any questions, please feel free to call us at 801-297-6303 or 1-800-662-4335 ext._6303.

All vendors must submit this application by email before the event.

Event Attending: **SALT LAKE FAMILY CHRISTMAS GIFT SHOW 2024**

Federal Employer Identification Number: (EIN) _____ **OR**

Social Security Number: _____ **OR**

Utah Sales Tax No. _____ **STC OR**

Utah Special Event No: _____ **SSE OR**

Driver's License Number: _____ State Utah Only DOB: _____

*Personal Name: _____

*DBA/Business Name: _____

Email address: _____

*Physical street address: _____

*City: _____ * State: _____ * Zip Code: _____

Phone Number: _____ Cell Phone Number: _____

Mailing Address: _____

***Business Description: Describe the nature of your business. For those planning to sell a product, include the type(s) of product you are selling.** _____

The Utah Taxpayer Bill of Rights (Pub 2) is available on the Tax Commission's website, "tax.utah.gov" or free of charge, upon request. This publication describes your rights and obligations and the Tax Commission's procedures for appeals, refund claims and collections. If you need an accommodation under the Americans with Disabilities Act, contact the Tax Commission at (801) 297-3811 or TDD (801) 297-3819. Please allow three working days for a response.

COMMONLY ASKED QUESTIONS

1. ***Do I need to complete the application if I am a Utah Business*** - Yes, please follow the instructions on the top of the application? You will file and pay through the temporary sales tax license as you are doing an offsite sale away from your normal place of business.
2. ***Do I need to complete if I am not selling*** - Yes, please follow the instructions on the top of the application.
3. ***Tax Identification*** - You only need to complete one form of a tax id if you plan on selling. Choose the one applicable to your business
4. ***How do I pay for my outstanding events*** - Please call us at 801-297-6303 and we can take payment over the phone. We can take a check or credit card. If you use your checking account with a routing and account number, there is not a fee, if you use credit or debit, there will be a fee. Outstanding events must be resolved before you can set up.
5. ***TAX RATE*** - Tax rate for merchandise is 7.25% pre-packaged food 3%
6. ***When will I receive my license*** - You will receive the license at the event
7. ***I have another person selling in my booth*** - If there is more than one person selling in the booth and paying his or her own taxes, each person must complete the application
8. ***Where do I send the application*** - Please email to specialevent@utah.gov.

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Utah State Tax Commission
Special Event
801-297-6303