

Individual Use Tax Return

You can file and pay use tax electronically on our website at www.revenue.state.mn.us. Read the instructions before completing this form.

Print or type	Your Name			Social Security Number	
	Street Address			Year Items Were Purchased	
	City	State	ZIP Code	County in which you live	

Determining total use tax due	1 Amount paid for <i>all</i> taxable purchases on which the sellers did not charge and collect the appropriate amount of sales and/or local taxes 1 Purchase price (included on line 1) for the following:																																																																										
	a Aircraft Purchase price _____ Aircraft N Number _____ Snowmobile. Purchase price _____ Watercraft Purchase price _____ All-Terrain Vehicle ... Purchase price _____																																																																										
	2 Amount included in line 1 for items purchased for <i>personal</i> use from sellers that are not registered or required to be registered to collect Minnesota sales tax (e.g., out-of-state sellers) 2																																																																										
	3 Purchases subject to use tax. If line 2 is \$770 or less, subtract line 2 from line 1. If line 2 is more than \$770, enter the amount from line 1 3																																																																										
	4 Minnesota general use tax: Enter the total purchase price from line 3 X .06875 = 4																																																																										
	5 Liquor gross receipts use tax. If line 3 includes purchases of alcoholic beverages: Enter the purchase price X .025 = 5																																																																										
	6 Local use taxes. If you live in a local tax area and did not pay local tax on your purchases, you owe local use tax (see <i>instructions</i> for more information)																																																																										
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Local Tax</th> <th style="text-align: left;">Purchase Price</th> <th style="text-align: center;">X</th> <th style="text-align: left;">Rate</th> <th style="text-align: center;">=</th> <th style="text-align: center;">6a</th> </tr> </thead> <tbody> <tr><td>a</td><td>_____</td><td style="text-align: center;">X</td><td>_____</td><td style="text-align: center;">=</td><td style="text-align: center;">6a</td></tr> <tr><td>b</td><td>_____</td><td style="text-align: center;">X</td><td>_____</td><td style="text-align: center;">=</td><td style="text-align: center;">6b</td></tr> <tr><td>c</td><td>_____</td><td style="text-align: center;">X</td><td>_____</td><td style="text-align: center;">=</td><td style="text-align: center;">6c</td></tr> <tr><td>d</td><td>_____</td><td style="text-align: center;">X</td><td>_____</td><td style="text-align: center;">=</td><td style="text-align: center;">6d</td></tr> <tr><td>e</td><td>_____</td><td style="text-align: center;">X</td><td>_____</td><td style="text-align: center;">=</td><td style="text-align: center;">6e</td></tr> <tr><td>f</td><td>_____</td><td style="text-align: center;">X</td><td>_____</td><td style="text-align: center;">=</td><td style="text-align: center;">6f</td></tr> <tr><td>g</td><td>_____</td><td style="text-align: center;">X</td><td>_____</td><td style="text-align: center;">=</td><td style="text-align: center;">6g</td></tr> <tr><td>h</td><td>_____</td><td style="text-align: center;">X</td><td>_____</td><td style="text-align: center;">=</td><td style="text-align: center;">6h</td></tr> <tr><td>i</td><td>_____</td><td style="text-align: center;">X</td><td>_____</td><td style="text-align: center;">=</td><td style="text-align: center;">6i</td></tr> </tbody> </table>					Local Tax	Purchase Price	X	Rate	=	6a	a	_____	X	_____	=	6a	b	_____	X	_____	=	6b	c	_____	X	_____	=	6c	d	_____	X	_____	=	6d	e	_____	X	_____	=	6e	f	_____	X	_____	=	6f	g	_____	X	_____	=	6g	h	_____	X	_____	=	6h	i	_____	X	_____	=	6i	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="text-align: center;">6a</td></tr> <tr><td style="text-align: center;">6b</td></tr> <tr><td style="text-align: center;">6c</td></tr> <tr><td style="text-align: center;">6d</td></tr> <tr><td style="text-align: center;">6e</td></tr> <tr><td style="text-align: center;">6f</td></tr> <tr><td style="text-align: center;">6g</td></tr> <tr><td style="text-align: center;">6h</td></tr> <tr><td style="text-align: center;">6i</td></tr> </table>	6a	6b	6c	6d	6e	6f	6g	6h	6i
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Total local use taxes due (add lines 6a through 6i) 6																																																																											
7 Add lines 4, 5, and 6 7																																																																											
8 Credit for general sales and local taxes already paid to Minnesota or to another state (see <i>instructions</i>). If no sales or local taxes were paid, enter zero 8																																																																											
9 Total use tax due (subtract line 8 from line 7). If zero or less, enter zero 9																																																																											
10 Penalty (see <i>instructions</i>) 10																																																																											
11 Interest (see <i>instructions</i>) 11																																																																											
12 Add lines 9, 10 and 11. This is the TOTAL AMOUNT DUE 12 <small>(Make check payable to Minnesota Revenue.)</small>																																																																											

I declare that this return is correct and complete to the best of my knowledge and belief.

Signature	Date	Daytime phone	<input type="checkbox"/> I authorize the Minnesota Department of Revenue to discuss this tax return with the preparer.
Paid preparer's signature	Minnesota tax ID, SSN or PTIN	Date	

If you choose to file a paper return, complete this form and mail it with your check to:
 Minnesota Revenue, Mail Station 1125, St. Paul, MN 55146-1125

Instructions for Form UT1

What is use tax?

Use tax is the counterpart of sales tax. You owe use tax when Minnesota sales tax is not charged on taxable items you buy, whether you buy them in Minnesota or outside the state.

For example, if you travel to another state or country and bring back items that are normally taxed in Minnesota, you owe use tax on those purchases. The same applies if you buy taxable items through mail-order catalogs or the Internet and Minnesota sales tax is not charged on the purchase.

Use tax does not apply to items currently tax exempt in Minnesota, such as clothing, prescription drugs for humans and most groceries.

If the items you're buying are for your personal use (as opposed to buying items to use in a business), you can buy up to \$770 worth of taxable goods during the calendar year without paying use tax. If, however, your purchases total more than \$770, you must pay use tax on the entire amount. This exemption does not apply to businesses.

Minnesota's use tax rate is the same as the state sales tax rate (6.875 percent). If you live in an area with one or more local use taxes, you owe local use tax on your purchases as well.

Watercraft, snowmobiles, ATVs and aircraft. Sales or use tax is due on all purchases of watercraft, snowmobiles, ATVs and aircraft, regardless if the item is registered with the Department of Public Safety or Transportation (Aeronautics). Tax is generally paid at the time the item is purchased. However, if tax was not paid at the time of purchase or when the item was registered, use Form UT1 to report use tax.

Alcoholic beverages. If you enter Minnesota with more than one liter of intoxicating liquor or more than 288 ounces of malt liquor — on which you did not pay Minnesota tax — you may also be required to file and pay alcoholic beverage excise tax. For details, see Form LB58, *Alcoholic Beverage Excise Tax Return*.

Tobacco products. When you buy tobacco products in Minnesota, the price you pay includes Minnesota tobacco tax and the health impact fee. If you buy tobacco products outside the state and are not charged these Minnesota taxes, you may need to file Form CT303, *Consumer's Tobacco Tax Return*, in addition to Form UT1.

How to file and pay use tax

Individuals and businesses not required to have a Minnesota tax ID number

If your purchases are for your personal use — or if you are not required to have a Minnesota tax ID number and your purchases were made for business use (i.e., your business doesn't make taxable sales, doesn't have employees and you file the business income under your Social Security number using federal Schedule C) — you must file and pay use tax using your Social Security number.

To file and pay use tax, you may:

- Complete Form UT1 and mail it with your check by the due date to the address provided at the bottom of the form, or
- File electronically. Go to our website at www.revenue.state.mn.us and click "For Individuals." Click on "I need to file..." and then click on "Consumer Use Tax." Follow the prompts to file and pay individual use tax.

Businesses

If you are a business and have or are required to have a Minnesota tax ID number, you must report and pay use tax electronically using our e-Services system. **Do not file Form UT1.**

Before you can file or pay use tax, you must have a Minnesota tax ID number. To register, go to www.revenue.state.mn.us and click "Register for a Minnesota tax ID" on the e-Services menu. If you don't have Internet access, you can register by phone at 651-282-5225 or 1-800-657-3605.

Due dates

Individuals

If your purchases subject to use tax were for personal use, you must file an annual return by April 15 of the following year.

Businesses not required to have a Minnesota tax ID number

If your purchases subject to use tax were for business use and total \$18,500 or less for the year, file a return and pay the tax due by April 15 of the following year.

If your total purchases subject to use tax exceeds \$18,500 before the end of the year, your return and payment are due by the 20th day following the end of the month in which your purchases exceeded \$18,500.

If you do not file a use tax return voluntarily, you may be billed for the use tax you owe as information about purchases subject to use tax becomes available to us. Your bill will include penalty and interest charges if applicable.

Completing Form UT1

Line 1

Enter the total amount paid for *all* taxable items you purchased on which the sellers did not charge and collect the appropriate amount of sales and/or local use taxes.

Do not include any state sales and/or local taxes that were collected at the time of sale in the total on line 1.

Line 1a

Enter the amount you included on line 1 for the purchase of aircraft, snowmobile, watercraft, and all-terrain vehicles.

For example, if you bought an aircraft and a watercraft and the seller did not collect sales tax, enter the purchase price for each on its corresponding line.

You cannot register or license an aircraft, snowmobile, watercraft, or all-terrain vehicle in Minnesota until you pay the correct sales or use tax or claim a valid exemption.

Continued

Form UT1 instructions (continued)

Line 2

Of the amount on line 1, determine the amount you paid to purchase items *for personal use* from out-of-state sellers or other sellers that are not required to collect Minnesota sales tax.

For example, if you bought taxable items over the Internet, by mail order, or from a shopping channel, and the seller did not collect Minnesota sales tax, enter the purchase price on line 2. Also include any taxable purchases you made from an out-of-state seller that properly collected another state's sales tax at a rate lower than Minnesota's.

Do not include any state sales and/or local taxes that were collected at the time of sale.

Line 3

If line 2 is \$770 or less for the year, your personal-use purchases are exempt from use tax. Subtract line 2 from line 1 and enter the result on line 3.

If line 2 is more than \$770, you must pay use tax on your total personal-use purchases. Enter the amount from line 1 on line 3.

Line 4

Minnesota's general state sales tax rate is 6.875 percent. Enter the amount from line 3 and calculate general rate sales tax due.

Line 5

Purchases of alcoholic beverages are taxed at a rate 2.5 percent higher than the general sales tax rate. Multiply your total purchases of alcoholic beverages included in line 3 by 2.5 percent.

Line 6

If you live in certain areas, you also owe local use tax on your purchases. Refer to the **Local Use Tax Rate Chart** on the last page of these instructions for a full list.

Note: If you live in the Twin Cities metropolitan area, you may owe multiple local use taxes on your purchases. To correctly report your use taxes, you must enter the same purchase price for each applicable tax rate.

Commonly used combined local taxes include:

- Hennepin County (0.15%), Transit improvement (0.25%) and Minneapolis (0.5%)
- Hennepin County (0.15%) and Transit improvement (0.25%)
- St. Paul (0.5%) and Transit improvement (0.25%)

Line 8

You are allowed a credit for any general sales and/or local taxes paid on the purchases to Minnesota or to another state. The credit is limited to the 6.875 percent general sales tax rate charged by Minnesota, plus any applicable local taxes.

Examples:

- If you paid the correct amount of Minnesota sales tax, but not the correct local tax, you may deduct the Minnesota sales tax paid when determining the use tax due on your purchases.
- If you paid sales tax to another state at a rate lower than Minnesota's rate, fill in the amount you paid on line 8. If the other state's rate is the same or higher, enter the amount equal to the 6.875 percent rate.

You cannot claim a credit for more than the correct amount of sales and local taxes you would have paid had you made the purchases in the city or county in which you live.

You are not allowed credit for customs duty charges or tax paid to other countries.

Use of information

All information on your return is private by state law. It cannot be given to others without your consent, except to the Internal Revenue Service and to other states that guarantee the same privacy.

Your name, address and Social Security number are required for identification. Information about your taxable purchases is required to determine your correct tax. We ask for your phone number so we can call you if we have a question.

Lines 10 and 11

If you don't pay the use tax you owe on time, you must pay penalty and interest. If your payment is 1 to 30 days late, the penalty is 5 percent of the unpaid tax; 31 to 60 days late, 10 percent; more than 60 days late, 15 percent. If you also don't file your return on time, add an additional 5 percent to the above penalty.

Figure interest on the tax plus penalty from the due date until the date the total is paid. The interest rates for the following years are:

2016 – 3% 2014 – 3% 2012 – 3%
2015 – 3% 2013 – 3% 2011 – 3%

Use the following formula to figure interest:

Interest =

$(\text{tax} + \text{penalty}) \times \# \text{ of days late} \times \text{interest rate} \div 365$

Example:

How to figure penalty and interest

You owe \$130 in use tax for purchases made in 2014. The due date for filing a return and paying use tax is April 15, 2015.

You file Form UT1 and make your payment on March 15, 2016 (334 total days late).

Your unpaid tax = \$130.00

Penalties

Late-payment penalty for more than 60 days late (15%) = \$19.50

Late-filing penalty (5%) = \$6.50

Enter on line 10 **\$26.00**

Interest (using formula):

Number of days late in 2015 = 260

Interest rate for 2015 = 3% (.03)

Number of days late in 2016 = 74

Interest rate for 2016 = 3% (.03)

$(\$130 + \$26) \times 260 \times .03 \div 365 = \3.33

$(\$130 + \$26) \times 74 \times .03 \div 365 = \underline{\$1.95}$

Enter on line 11 **\$4.28**

Information and forms

Website: www.revenue.state.mn.us

Phone: 651-296-6181 or 1-800-657-3777

Email: SalesUse.tax@state.mn.us

We'll provide information in other formats upon request to persons with disabilities.

Local Use Tax Rate Chart

City/County	Rate	Begin date
Albert Lea	0.5%	04/01/2006
Austin	0.5%	04/01/2007
Baxter	0.5%	10/01/2006
Becker County Transit	0.5%	07/01/2014
Beltrami County Transit	0.5%	04/01/2014
Bemidji	0.5%	01/01/2006
Blue Earth County Transit	0.5%	04/01/2016
Brainerd	0.5%	04/01/2007
Brown County Transit	0.5%	04/01/2016
Carlton County Transit	0.5%	04/01/2015
Cass County Transit	0.5%	04/01/2016
Chisago County Transit	0.5%	04/01/2016
Clearwater	0.5%	10/01/2008
Cloquet	0.5%	04/01/2013
Cook County (1)	1.0%	04/01/2010
Crow Wing County Transit	0.5%	04/01/2016
Douglas County Transit	0.5%	10/01/2014
Duluth	1.0%	01/01/2006
Fergus Falls	0.5%	01/01/2012
Fillmore County Transit	0.5%	01/01/2015
Hennepin County	0.15%	01/01/2007
Hermantown (2)	0.5%	01/01/2000 to 03/31/2013
	1.0%	04/01/2013
Hubbard County Transit	0.5%	07/01/2015
Hutchinson	0.5%	01/01/2012

City/County	Rate	Begin date
Lanesboro	0.5%	01/01/2012
Lyon County Transit	0.5%	10/01/2015
Mankato	0.5%	01/01/2000
Marshall	0.5%	04/01/2013
Medford	0.5%	04/01/2013
Minneapolis	0.5%	02/01/1987
New Ulm	0.5%	04/01/2001
North Mankato	0.5%	10/01/2008
Olmsted County Transit	0.25%	01/01/2014
Owatonna	0.5%	04/01/2007 to 06/30/2011
Proctor	0.5%	04/01/2000
Rice County Transit	0.5%	01/01/2014
Rochester	0.5%	01/01/1993
St. Cloud area (3)	0.5%	01/01/2003
St. Louis County Transit	0.5%	04/01/2015
St. Paul	0.5%	01/01/2000
Scott County Transit	0.5%	10/01/2015
Steele County Transit	0.5%	04/01/2015
Todd County Transit	0.5%	01/01/2015
Transit improvement (4)	0.25%	07/01/2008
Two Harbors	0.5%	04/01/1999
Wabasha County Transit	0.5%	04/01/2016
Wadena County Transit	0.5%	04/01/2014
Willmar	0.5%	01/01/2006 to 12/31/2012
Worthington	0.5%	04/01/2009

(1) Cook County 1.0% sales and use taxes originally began 1994 and 2001 respectively, and ended 3/31/08.

The taxes resumed 4/1/10.

(2) Hermantown sales and use tax increased to 1% (from 0.5%) effective 4/1/13.

(3) St. Cloud, Sartell, Sauk Rapids, and St. Augusta were original participants in this tax.

Beginning 1/1/06, St. Joseph and Waite Park also became participating cities.

(4) Includes the counties of Anoka, Dakota, Hennepin, Ramsey, and Washington.