

Sample Sales Tax Application Letter

May 8, 2001

Registrations Services
Iowa Department of Revenue & Finance
P.O. Box 10465
Des Moines, Iowa 50306-0465
Fax (515) 281-3906

Dear Representative:

Attached is an Iowa Tax Business Registration Form for a Sales Tax Permit for the Edwards Elementary School Youth Marketplace Program. The Youth Marketplace Program is an educational program managed by the ISU Pappajohn Center for Entrepreneurship in Ames in partnership with the students of Edwards Elementary School.

Thirteen business teams of sixth grade students are participating in a 10-week entrepreneurship curriculum about how to start and run their own business. Each of the 13 groups has formed their own business and are creating products and services that will be marketed and sold at a one-day Youth Marketplace Event at the North Grand Mall in Ames on May 12, 2001. Each group will be responsible for sales tax. We intend to debit sales tax from each group respectively and submit payment collectively as a Youth Marketplace Business.

Although Edwards Elementary is an educational institution and is exempt from taxation, each student group in this program intends to keep the profits from their business ventures. These student-run companies will only be open for business on one day, May 12, 2001. We will submit a manual annual sales tax return.

If you have questions or require additional information, please contact me at 515/296-6754 or by fax (296-6714) or email (eyles@iastate.edu).

Thank you,

Judi Eyles
Assistant Director

cc: Principal, Edwards Elementary School