

TRAVEL AGENCY / TOUR PROMOTER

Checklist

- Sale of intrastate travel and tour packages is taxable. You must have a VENDOR'S LICENSE. For more information, contact YOUR COUNTY AUDITOR or the OHIO DEPARTMENT OF TAXATION.
- The OHIO DEPARTMENT OF TAXATION can be reached at (888) 405-4039 for Business Tax Assistance; 888-405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line. Information is also on-line at <http://tax.ohio.gov>.
- The OHIO DEVELOPMENT SERVICES AGENCIES, Ohio Tourism Industry Office website, <http://industry.discoverohio.com>, has free advertising and marketing opportunities.
- You may want to consider applying for an IATA Number (although it is not required). It is an identification number that distinguishes one accredited travel agency from another and allows the agency to sell airline tickets. Contact IATA at (514) 874-0202. Information is also available on-line at www.iata.org.

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For more help, contact your local Small Business Development Center (SBDC) at www.ohiosbdc.net. Also, remember to check Federal, State and local government agencies. This checklist is about state requirements. Funded in part through a grant with the U.S. Small Business Administration.



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Administration