

Please completely fill out a submittal form each month reporting the previous month's sales. This needs to be turned in by the 20th of each month even if there are no sales to report. There is an example of a correctly completed form below.

Any past due remittance forms are subject to a penalty of 5% or \$10.00 whichever is greater.

There needs to be supporting paperwork showing your sales from the listing websites included with each remittance form. A screenshot of the bookings with the amounts paid works for this.

If you have any questions call us at 208-786-9131.

Thank you!

**THIS RETURN MUST BE FILED EVEN THOUGH NO TAX IS DUE
CITY OF KELLOGG - NON PROPERTY SALES TAX - City Ordinance No. 574**

PERMIT NO. XX-XX DUE ON OR BEFORE THE 20TH OF THE FOLLOWING MONTH.
PERIOD COVERED: FROM: 1st of pervious month To: last day of previous month,

TAXPAYER NAME:	1.	TOTAL ROOM SALES	room sales + cleaning fees
name displayed on permit	2.	LESS NONTAXABLE SALES	non taxable sales
ADDRESS: Please report change of mailing or location rental address	3.	TOTAL SALES (Line 1 less line 2)	line 1 - line 2
	4.	TOTAL TAX (3.5% of line 3)	line 3 X 3.5%
permitholder mailing address	5.	Add after Due Date: Penalty - 'The greater of 5% of Tax Due or \$10.00, Plus 1% Interest Per Month on Tax Due.'	5% of line 4 or \$10.00 if submitted after the 20th
	6.	TOTAL TAX DUE THIS PERIOD	line 4 + line 5

RETURNED CHECK CHARGE - \$20.00

If/We, the undersigned, do hereby swear or affirm that the above information is true and correct to the best of my/our knowledge.

Date: _____ Signature: _____ Title: _____

Attach a copy of Idaho Tax Return for the Reporting Period

Retain pink copy for your records. Mail white and yellow copy with remittance

To: City of Kellogg • Attn: Clerk/Treasurer • 1007 McKinley Ave • Kellogg, ID 83837