



1007 McKinley Avenue  
Kellogg, ID 83837  
Phone (208) 786-9131  
Fax (208) 784-1100  
kelloggcity@kellogg.id.gov

**APPLICATION FOR A MUNICIPAL NON-PROPERTY TAX PERMIT**

As required under Kellogg City Ordinance No. 574 & 623

*(Please type or print neatly)*

Clerk's Office:

LOT PERMIT No: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Property Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Mailing Address of Business: \_\_\_\_\_

E-mail for Business: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone Number *(if different)*: \_\_\_\_\_

Mailing Address of Contact Person *(if different)*: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

**\*\*If managing multiple properties, please list individual property details on the second page of this form.**

Type of Ownership:  Sole Proprietorship  Corporation  Partnership  LLC  
 Other (Specify) \_\_\_\_\_

If ownership is other than a sole proprietorship, list below all partners, officer and directors, principal and/or authorized agents *(attach additional page if needed)*.

Name:	Mailing Address:
_____	_____
_____	_____
_____	_____
_____	_____

Type of Business:  Motel  Hotel  Condominium  Property Management/Vacation Rental  
 Bed & Breakfast  Other (Specify): \_\_\_\_\_

**Collection/Payment of Sales and Travel & Convention Taxes to the Idaho State Tax Commission is Mandatory.**

Idaho State Sales Tax and Travel & Convention Tax Reporting are completed by:

Self  AirBnB  VRBO Other (Specify): \_\_\_\_\_

- If you are collecting and reporting the required state taxes yourself, please include a copy of the permit issued by the Idaho State Tax Commission with your application. You will be set-up on the same reporting cycle with the City, monthly or quarterly.

State of Idaho Tax ID Number: \_\_\_\_\_

- If a Short-Term Rental Marketplace such as AirBnB or VRBO is collecting and paying the required state taxes on your behalf, please provide some form of verification documenting that they are collecting your state taxes for you along with their Tax ID.

Third Party Tax ID: \_\_\_\_\_

The tax report remittance form and any tax not being paid by a booking site on your behalf is due in to the City no later than the 20<sup>th</sup> of the succeeding month (or quarter) along with:

- Gross earnings report from your account with the Short-Term Rental Marketplace handling your state tax collection and reporting—even when reporting on zero sales or
- A copy of the Idaho Sales Tax Return for the same period

As required by City of Kellogg City Ordinance No. 623, the **undersigned agrees** to collect a five- and one-half percent (5.5%) local option tax on all short-term room occupancy charges for each hotel/motel room, condominium, home, room or other residential unit where the term is less than thirty days. The undersigned further agrees to comply with all the terms and conditions of Kellogg City Ordinances, including remittance of said Local Option Tax to the City of Kellogg on or before the 20<sup>th</sup> day of the month for taxes collected the previous month or quarter, along with either a copy of the Idaho Sales Tax Return for the same period or some form of report from the Short-Term Rental Marketplace being utilized to collect and pay the required state taxes.

**Tax Remittance Address: City of Kellogg, Attn: City Clerk, 1007 McKinley Avenue, Kellogg, ID 83837**  
**Electronic submissions: [kelloggcity@kellogg.id.gov](mailto:kelloggcity@kellogg.id.gov)**

To the best of my knowledge and belief, and under the penalty of perjury, the information I have provided herein is true and correct. I also understand this information may be verified with the State Tax Commission.

Applicant’s **signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant’s printed name: \_\_\_\_\_

PLEASE LIST BELOW THE ADDRESS OF EACH ADDITIONAL PROPERTY YOU WILL BE COLLECTING AND SUBMITTING LOCAL OPTION TAXES FOR.  
 (A permit will be issued for display at each address).

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