



January 14, 2016

Re: New Sales Tax Remittance Forms

You recently received a letter from the Sandpoint City Clerk's Office, notifying you of the voter approved 1% local sales tax on all taxable items, excluding lodging (which is taxed at 7%). Our records show that you have applied for and have been issued a Sales Tax Permit Number.

Enclosed you will find remittance forms to process the collection of the new local sales tax. The remittance schedule was established to coincide with the State of Idaho deadlines. For example, January 2016 local sales tax remittance will be due on February 20, 2016. Please remember to include a copy of your Idaho Sales Tax Remittance form for this same time period.

Some of you may have been granted a quarterly or annual remittance schedule with the State. If so, we can accommodate the same schedule by written request and include your schedule notice from the State.

The city is currently working on a new website design that will be user friendly and provide these forms online in a fill-able format for your convenience. We will let you know when the new website is up and running and where to find the online forms.

Included with this notice is a Retailers FAQ sheet that can hopefully answer your questions. However, we are aware that there are many variables and circumstances that determine whether an item or service is taxable that may not be listed on our FAQ sheet. The State of Idaho has several helpful PDF's available on their website that answer questions that you may have regarding taxable and non-taxable sales, especially one titled '#4 RETAILERS - An Idaho Guide to Sales Tax in the State of Idaho'. You can find this PDF in the following location:

http://tax.idaho.gov/pubs/EBR00004_07-28-2011.pdf

If you do have any questions, please don't hesitate to email or call the Finance office. We will do our best to help find your answer.

Thank you

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