

# FORM 4050 INSTRUCTIONS — CITY OF KETCHUM LOCAL OPTION SALES TAX

YOU MUST FILE A RETURN FOR EACH TAX PERIOD, EVEN WHEN NO TAX IS DUE.

LABELS ARE INCLUDED FOR YOUR CONVENIENCE.

**General.** You are required to report tax using the accrual method. This means that you must report and pay tax on all cash and credit sales and items purchased subject to tax even if payment has not been made. **You must sign your return to make it valid. Unsigned returns may result in penalty or interest, or both.**

**Due date.** Returns cover either one month, quarter, semiannual, or annual period. **Each return indicates the period covered and the due date.**

To file a return for the periods before 1/1/2014, please contact the City of Ketchum.

City of Ketchum  
480 East Avenue N  
PO Box 2315  
Ketchum, ID 83340  
(208) 726-3841

Even if you have made no sales, you must file a return on time. Simply write -0- in the appropriate areas of the return.

**Change of mailing address.** Mark the "mailing address change" box on your tax return and provide the new address.

**Change in operation/ownership.** Your City of Ketchum local option sales tax account will be automatically updated to match your Idaho sales and use tax account. **You must report** any change in operation of your business on an amended Idaho Business Registration Form. You must report any changes in name, partners or officers, restructuring of ownership, address changes, or additional locations. You can also make these changes online through **tax.idaho.gov** by clicking on "Apply for a business permit" under the Online Services heading.

**New owner.** If you're a new owner of a business, **don't use a return addressed to the former owner.** Permits are not transferable. You can apply for a new account number through **tax.idaho.gov** by clicking on "Apply for a business permit" under the Online Services heading. You can also complete the Idaho Business Registration form available online at **tax.idaho.gov** or by calling the Idaho State Tax Commission.

**Cancel permit.** If this is your last return, mark the "cancel permit" box on your return. Attach a statement giving information and the date of disposition of the business. If you operate more than one business location under this permit number, please specify which location is closed and which is still open.

**Line 1. Total taxable room sales.** Enter the amount of all accrued sales for the period, including cash and credit transactions. (Total room sales less sales exempted by Title 63, Chapter 36, Idaho Code or federal preemption.)

**Line 2. Tax on room sales.** Multiply line 1 by 3%.

**Line 3. Total taxable liquor by-the-drink sales (including wine and beer).** Enter the amount of all accrued sales for the period, including cash and credit transactions. (Total liquor by-the-drink sales less sales exempted by Title 63, Chapter 36, Idaho Code or federal preemption.)

**Line 4. Tax on liquor by-the-drink sales.** Multiply line 3 by 3%.

**Line 5. Total other retail sales (including building materials).** Enter the amount of all accrued sales for the period, including cash and credit transactions. Exclude groceries and motor vehicles registered in Idaho.

**Line 6. Less nontaxable other retail sales.** Enter the amount of all nontaxable sales included in line 5 for the period, including cash and credit transactions.

**Line 7. Net other retail sales.** Subtract line 6 from line 5.

**Line 8. Tax on other retail sales.** Multiply line 7 by 2%.

**Line 9. Total tax.** Add lines 2, 4, and 8.

**Line 10. Penalty.** Late returns are subject to a penalty. No penalty is due if no tax is due. The penalty is 5% of the tax due for each late month or portion of a month. The maximum penalty is 25%, and the minimum penalty amount is \$10.

**Line 11. Interest.** Interest accrues on late payments from the due date until paid. Rates are as follows:

1/1/2014 - 12/31/2014, 4% per year

**Line 12. Total due this period.** Add lines 9, 10, and 11. Pay this amount.

**Payment by electronic funds transfer (EFT).** You can use EFT to make a payment. Whenever the amount due is \$100,000 or greater, the law requires you to use EFT. You must file your written return on or before the due date, indicating payment by electronic funds transfer.

**Payment by check.** Make your check or money order payable to the Idaho State Tax Commission. Don't staple your check to your return or send a check stub.

**Payment by credit/debit card and e-check.** You can use a credit/debit card or e-check to make payments under \$100,000 to the state of Idaho. You can pay through our website at **tax.idaho.gov**. We accept American Express, Discover, MasterCard, and Visa. If you pay with a credit/debit card or e-check, our third-party provider will charge a convenience fee.

**Mail return to: Idaho State Tax Commission, PO Box 76, Boise, ID 83707-0076**

## CONTACT US

In the Boise Area: 334-7660  
or  
Toll Free: (800) 972-7660  
Hearing Impaired (TDD)  
(800) 377-3529

## IDAHO STATE TAX COMMISSION OFFICES

800 Park Blvd., Plaza IV  
Boise, Idaho 83712

1910 Northwest Blvd., Suite 100  
Coeur d'Alene, Idaho 83814

1118 F St.  
Lewiston, Idaho 83501

440 Falls Ave.  
Twin Falls, Idaho 83301

611 Wilson Ave., Suite 5  
Pocatello, Idaho 83201

150 Shoup Ave., Suite 16  
Idaho Falls, Idaho 83402