

Name		Date of request	
Address			
City		State	ZIP Code
Phone number	Email address	Contact name	

Provide a detailed description of records you're requesting under Idaho Code sections 74-101 through 74-126.
If you need more space for your description, use an additional sheet of paper and include it with this request.

I want:

Paper copies

Copies of the first 100 pages are free. Copies of all other pages (after the first 100) are 10 cents per page. If postage is less than \$1.00, there's no charge to you. But if postage fees are \$1.00 or more, you must pay the entire cost of mailing you copies. Payment is due in advance.

Electronic copies

There is no fee for copies delivered electronically.

Response Time:

- The Idaho Public Records Act allows us three business days to make an initial response. We'll notify you if we can't provide the request records within that time.
- We can't publicly disclose certain records. We'll notify you within three business days if your request contains records we can't disclose.

Idaho law prohibits the use of disclosed information as a mailing or phone list.

Violations are subject to civil penalties of up to \$1,000 (Idaho Code section 74-120).

I attest that no one will use the requested records as a phone or mailing list.

Or mail to:

Attn: Public Records Custodian
Idaho State Tax Commission
Po Box 36
Boise ID 83722-0410