

General. Returns are due by the 20th of the month following the reporting period covered. Each return shows the period covered and the due date. You must file a signed return for each filing period even when no tax is due.

Electronic filing. You can file your return, make changes to your account, and cancel your permit online at tax.idaho.gov/gototap.

Change in operation/ownership. You must notify the Tax Commission of **any** of the following:

- Changes in partners or officers
- Restructuring of ownership
- Address changes
- New or additional locations

Report these changes at tax.idaho.gov/ibr or by mailing us a completed Form IBR-1, *Idaho Business Registration*.

New owner. If you're a new owner of a business, **don't file a return addressed to the former owner.** Permits aren't transferable. Apply for a new permit at tax.idaho.gov/ibr or by mailing us a completed Form IBR-1. Contact us with questions.

Change of mailing address. Check the "Mailing Address Change" box on your tax return and provide the new address.

Cancel permit. If this is your last return, check the "Cancel Permit" box on your tax return and provide the date the business closed.

Total sales. Report the total sales made within the reporting period. This includes all cash and credit sales, even if you haven't received payment.

Total sales include all wholesale and retail sales in **any** of the following categories:

- Sales originating in Idaho with an Idaho destination

- Sales originating in Idaho with an out-of-state destination
- Sales originating outside Idaho with an Idaho destination
- Sales of labor and tangible personal property
- Barter transactions

Total sales don't include:

- Lodging sales reported for you by Short-Term Rental Marketplaces
- Sales reported for you by Marketplace Facilitators

Nontaxable sales. Enter the amount of all nontaxable sales for the period.

Sales that are nontaxable include:

- Sales shipped or delivered outside of Idaho
- Sales made to exempt entities
- Wholesale sales
- Repair labor

Items subject to use tax. Idaho imposes a use tax on the storage, use, or other consumption of tangible personal property in Idaho that you didn't pay sales tax on. Enter the cost of the items you bought during this period, including items you withdrew from your resale inventory for use by your business.

Adjustments. Use this line to claim an adjustment. You must provide a letter explaining the adjustments. Adjustments claimed are subject to approval.

Penalties. You may owe a penalty if you:

- File a return by the due date but don't pay all of the tax you owe (0.5% of the tax per month to a maximum of 25%)
- Don't file a tax return by the due date (5% of the tax per month to a maximum of 25%)

Note: You owe the entire month of penalty even if your payment or return is only one day late. The minimum penalty is \$10.

Interest. Interest accrues on overdue tax from the original due date of the return until you pay the tax.

Rates are as follows:

- 01/01/2020 – 12/31/2020, 4% per year
- 01/01/2019 – 12/31/2019, 5% per year
- 01/01/2018 – 12/31/2018, 4% per year
- 01/01/2017 – 12/31/2017, 3% per year

Payments. We apply payments in this order:

1. Bad check fees
2. Interest
3. Tax
4. Penalty

Pay electronically. How you can pay electronically using one of these options:

- ACH Debit
- ACH Credit
- Credit card
- Debit card
- E-check

You can access payment options at tax.idaho.gov/epay.

Note: If you pay electronically and file a paper return, note at the top of the return which one you used.

Payments \$100,000 or more. Idaho law requires you to use ACH Debit or ACH Credit.

Pay by check. Make your check or money order payable to the Idaho State Tax Commission and include it with your return.

Mail paper returns and payments to:

Idaho State Tax Commission
PO Box 76
Boise ID 83707-0076

Contact us:

In the Boise area: (208) 334-7660 | Toll free: (800) 972-7660

Hearing impaired (TDD) (800) 377-3529

tax.idaho.gov/contact