

**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](http://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](http://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](http://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.

**District boundaries.** The district includes all of the Boise City metropolitan area and extends to much of the surrounding area. A map of the district boundary can be found at [tax.idaho.gov/gis/admaps/](http://tax.idaho.gov/gis/admaps/).

**Total room sales.** Enter the amount of all sales for the period, excluding sales that Short-Term Rental Marketplaces reported for you. This includes all cash and credit sales even if you haven't received payment.

Total sales include all room sales (rooms provided for lodging, meetings, or banquets) and separately stated fees associated with those sales, such as:

- Credit card processing fees
- Cleaning fees
- Pet fees

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

Sales that are nontaxable include:

- Lodging sales you made to the same person under the terms of a lease or similar agreement for 31 or more consecutive days
- Room charges directly paid by the U.S. government, Idaho governmental agencies, or other exempt buyers

Exemptions from this tax are listed in Rule 016 of the Idaho Hotel/Motel Room and Campground Sales Tax Administrative Rules.

Document exempt credit card sales using Form ST-104HM, *Tax Exemption on Lodging Accommodations*. Document all other exemptions using the Form ST-101, *Sales Tax Resale or Exemption Certificate*.

**Adjustments to tax.** 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](https://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](https://tax.idaho.gov/contact)