



**City of Donnelly – 1% Non-Property Sales/3% Occupancy Tax  
Local Option Tax Voucher**

**\*\* COMPLETE AND RETURN THIS VOUCHER EVEN IF NO TAX IS DUE \*\***

LOCAL OPTION TAX PERMIT # \_\_\_\_\_

PERIOD COVERED:

FROM \_\_\_\_\_ TO \_\_\_\_\_

**DUE ON OR BEFORE THE 20<sup>TH</sup> OF THE FOLLOWING MONTH**

BUSINESS TAXPAYER NAME:

\_\_\_\_\_

ADDRESS:

Please Report Change of Mailing or Location

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1	Total Retail Sales	
2	Less Nontaxable Retail Sales	
3	Net Taxable Retail Sales (Line 1 minus 2)	
4	<b>Sales Tax (1% of Line 3)</b>	
5	Items Subject to Use Tax <input type="checkbox"/> N/A	
6	<b>Use Tax (1% of Line 5)</b>	
7	Total Lodging Sales	
8	Less Exempt Lodging Sales	
9	Net Taxable Lodging Sales (7 minus 8)	
10	Occupancy Tax (3% OF LINE 9)	
11	Adjustments (Attach Explanation)	
12	Occupancy Tax Due (Line 10 + 11)	
13	Penalty (\$35.00 or 5% of Unpaid Tax)	
14	Interest	
15	<b>Total Occupancy Tax and Fees (12,13,14)</b>	
16	<b>Total Local Option Tax Due (Lines 4,6,15)</b>	

EMAIL ADDRESS: \_\_\_\_\_

Submit voucher, payment, and a copy of **State Form 850, Sales and Use Tax.**

Cancel Permit

Mailing Address Change

*I, the undersigned, do hereby swear and affirm that this information is true and correct to the best of my knowledge.*

Authorized Signature

\_\_\_\_\_

Date

\_\_\_\_\_

**How to fill out the above form**

- Starting at the top left hand corner of the form, fill in your **business license number**. This can be found in the upper right hand corner of your businesses license, and is very important for accurate bookkeeping.
- PERIOD COVERED** will be the first of the month to the last day of the month. If you are reporting quarterly the date would be from the first day of the quarter to the last day of the quarter. (example: January 1<sup>st</sup> to March 31<sup>st</sup>, April 1<sup>st</sup> to June 30<sup>th</sup>, July 1<sup>st</sup> to September 30<sup>th</sup>, or October 1<sup>st</sup> to December 31<sup>st</sup>)
- BUSINESS TAXPAYER NAME** record the name of the business, again this is very important for accurate book keeping.
- If your business has had any changes such as an address change, ownership of business change or will no longer be doing business in the City of Donnelly, please indicate these changes in the space labeled **ADDRESS** and mark the appropriate squares in the field at the bottom of the form. .
- On the right hand side of the form you will see a series of numbered lines. Lines 1-4 and 15 are for reporting **sales tax**, lines 5-6 **use tax** do not pay use tax **and** sales tax, you are responsible for only one. , Lines 7-12 and 16 for reporting **occupancy tax**.
- FOR SALES TAX** the amount for line 1 should be the same as on your total state sales tax form 850. Insert the amount from the 850 into line 1. Line 2 will be the amount exempt from state LOT tax. Line three will be the difference from line one and two. The amount on line 3 will be the amount the one percent (1%) LOT tax will be applied to. Apply totals and insert on line 4.
- FOR OCCUPANCY TAX** the number for line 7 should be the same as on your state sales tax form 1150. Insert the amount from the 1150 into line 7. Line 8 will be the amount exempt from LOT sales tax. When you subtract line 7 from line 8 you will have the total for line 9.
- The amount for line 9 is the amount that will be subject to the three percent (3%) **TOTAL OCCUPANCY TAX**. Calculate the total with the 3% Occupancy tax. Insert that total to line 10.
- Any adjustments, past dues, or penalties should be added to lines 11-14.
- Insert your final totals in the appropriate line of 15 or 16.
- Even if the amount you report is **zero** you must file a return to the city.
- VOUCHERS MUST BE SIGNED TO BE VALID.**
- Sign, date and attach your state 850 and/or 1150 form to the voucher and remit it along with your payment to: City Clerk. PO Box 725, Donnelly, Idaho 83615.