



City of Bonners Ferry- 1% Non-Property Sales Tax- Local Option Voucher
**VENDOR COMPLETE AND RETURN THIS VOUCHER FOR ALL SALES FROM DOING BUSINESS
 IN THE CITY LIMITS OF BONNERS FERRY**

**PLEASE NOTE THIS IS A VOUCHER ONLY, YOU NEED TO SUBMIT CHECK, CASH OR
 ONLINE PAYMENT WITH THIS FORM**

Vendors may mail this voucher or file your returns on the city website.
 Mail vouchers to P.O. Box 149, Bonners Ferry, Idaho 83805
 Online submission can be found at www.bonnerrferry.id.gov

VENDOR TAX ID # _____ <i>See City if you do not know.</i> DATE OF EVENT: FROM _____ TO _____ <i>All payments are due by the 20th of the following month.</i> BUSINESS TAXPAYER NAME: _____ PHYSICAL ADDRESS: <i>Please report any changes</i> _____ _____ Phone # _____ Email: _____	1.	Total Bonners Ferry Sales	
	2.	Less Non-Taxable Sales	
	3.	Less total sales in excess of \$1,000.00 taken in a individual transaction	
	4.	Net Retail Sales (Line 1 minus 2&3)	
	5.	1% Tax (1% of Line 4)	
	6.	Penalty (\$10.00 or 5% of unpaid tax, whichever is greater)	
	7.	Interest (12% per annum)	
	8.	Subtotal interest and penalty (6+7)	
	9.	Total Local option due (5+8)	
		<input type="checkbox"/> Cancel Permit <input type="checkbox"/> Final Return <input type="checkbox"/> Mail Address Change <input type="checkbox"/> Ownership change <input type="checkbox"/> Change of Use	
<i>I, the undersign, do hereby swear and affirm that this information is true and correct, to the best of my knowledge</i>			
Authorized signature _____			Date _____

How to Fill out this Form

- To fill out this form, you must first obtain a Vendor Permit and Vendor Tax ID number.
- Starting at the top left-hand corner of this form, make sure your vendor permit number is filled in. Without this number filled, we cannot accurately reflect your payment.
- The Date of the Event will be the dates on which you are submitting your sales tax information. Please note all payments from the month previous are due the following month by the 20th.
- Include your Business Name, address, and phone number, this helps us make sure we have your information correctly accounted for within the city system.
- If your business has made any changes, including change of address, ownership change or other changes, please check the appropriate box.
- Make sure all information is filled out and accurately provided in the appropriate spaces on the right-hand side of the form. Line 9 is the total due to the city.
- If you have no sales tax due, simply write \$0- in the amount due and submit your voucher.
- All vouchers must be signed to be valid. Checks can be made payable to the City of Bonners Ferry.
- Questions can be directed to the City Clerk at 208-267-0354 or by emailing cityhall@bonnersferry.id.gov