



# City of Ketchum

## City Sales Tax Permit Application as required under Ketchum Municipal Code Chapter 3.12

Submit completed application below to the City Clerk Office, PO Box 2315, 480 East Ave. N., Ketchum, ID 83340. If you have questions, please contact Business License & Tax Specialist, Kathleen Schwartzenberger at [taxes@ketchumidaho.org](mailto:taxes@ketchumidaho.org) or (208) 726-3841.

BUSINESS CONTACT INFORMATION	
Business Name:	Doing Business As:
Business Physical Address:	
Business Mailing Address:	
Business Phone No:	Emergency Phone No:
Business Email:	Business Website:
New Business: Yes <input type="checkbox"/> No <input type="checkbox"/>	If new business, date of opening:
Description of Business:	If seasonal, which months are you closing:
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other: _____ (specify)	If ownership is other than sole proprietorship, list below all partners, officers, directors, principals and/or authorized agents (name and address) <i>*use a separate sheet if necessary</i> _____ _____ _____ _____ _____
OWNER INFORMATION	
Owner Name:	
Owner Mailing Address:	
Owner Physical Address:	
<b>The undersigned agrees to collect the following applicable taxes:</b> <input type="checkbox"/> A three percent (3%) tax on all rents or leases for temporary lodging, of thirty (30) days or less; <input type="checkbox"/> A Three percent (3%) tax on all Liquor-By-the-Drink which includes, Alcohol, Spirits, Beer and wine sold for consumption on the premises; <input type="checkbox"/> A two percent (2%) tax on all materials delivered by vendors in constructing, altering, repairing, and improving real estate; <input type="checkbox"/> A two percent (2%) tax on all other retail sales subject to taxation under Idaho Code 63-3601, et. Seq. Idaho Sales Tax Act except on the sale of groceries and motor vehicles, which are titled by the Idaho Department of Motor Vehicles, as defined in Ketchum Municipal Code Chapter 3.12.	

The undersigned further agrees to remit the above municipal taxes for each (this should correspond to the timing of payment of State sales taxes):

- Calendar month
- Calendar quarter
- Annually

On or before the 20<sup>th</sup> day of the succeeding month to the City Clerk Office, P.O. Box 2315, Ketchum, Idaho 83340

**The undersigned hereby makes application for a City Sales Tax Permit as required under Ketchum Municipal Code Chapter 3.12. THIS PERMIT IS NONTRANSFERABLE BY SALE, LEASE ASSIGNMENT OR OTHERWISE.**

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

OFFICIAL USE ONLY	
Date Received:	Permit Number:
Received By:	
Comments:	