



## City of Ponderay

208-265-5468 • Fax: 208-265-4357  
288 Fourth Street • P.O. Box 500  
Ponderay, ID 83852  
[www.ponderay.org](http://www.ponderay.org)

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RE: Non-Property Sales Tax

The residents of Ponderay have approved a seven percent (7%) Hotel-Motel Room Occupancy Tax. The term "Hotel-Motel" means and includes any business including hotel-motel room, bed & breakfast, condominium units, tourist home, trailer court accommodations, RV Park, campgrounds, and any other business which in the regular course of business rents or leases for occupancy temporary lodging to individuals except where a residence is maintained continuously **under terms of a lease or similar agreement** for a period in excess of thirty (30) days.

You are required to return the report no later than the 20<sup>th</sup> day of the succeeding month along with a copy of your Idaho Sales Tax Report (850) and your Idaho Travel and Convention Tax Report (1150). Unless you have been permitted in writing by the Idaho State Tax Commission to file quarterly sales or use tax returns. Persons who have been permitted to file other than monthly returns shall notify the City Clerk by submitting the State letter and the City Clerk thereupon may require reporting over some other period.

Example of Tax Payments:

- The first payment of taxes shall be due and payable on the 20<sup>th</sup> day of February, 2022, for that period beginning January 1, 2022, and ending January 31, 2022. Thereafter all payments shall be made monthly regardless of **whether or not any tax is due.** Returns shall be signed by the person required to file the return or by a duly authorized agent.

If you have any questions or concerns, please feel free to contact me at 208-265-5468 or [speterson@ponderay.org](mailto:speterson@ponderay.org)

Sincerely,

Stephanie Peterson  
City Clerk/Treasurer

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PO Box 500  
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