

## INSTRUCTIONS FOR OBTAINING SELLERS PERMITS FOR THE LATAH FARMERS MARKET

To participate as a vendor in the 2021 Latah Farmers Market, you will need to obtain a sellers permit from the Idaho State Tax Commission.

Because the Idaho Tax Commission recently changed the rules governing Temporary Sellers Permits, events that last more than 90 days must obtain multiple event IDs. This means that sellers who plan to participate in the entire Latah Farmers Market season will have to register as a seller for BOTH event IDs associated with the Latah Farmers Market.

Additionally, any sales you make for the first half of the Farmers Market season must be reported MID-SEASON. The dates and IDs are as follows:

June 5 <sup>th</sup> - August 28 <sup>th</sup>	Event ID: 1223950336	Sales Reporting deadline: Sept. 12, 2021
August 14 <sup>th</sup> – October 16 <sup>th</sup>	Event ID: 1272184832	Sales Reporting deadline: Oct. 31, 2021

**Please note, there is overlap in the event dates through the month of August.** If you register under both of the Event IDs, ONLY REPORT YOUR SALES FOR THE OVERLAPPING TIME PERIOD ON ONE REPORT. Otherwise you will be charged sales tax twice. If you have questions about this, please let me know.

### How to register as a seller for the Latah Farmers Market:

1. Go to [tax.idaho.gov/GoToTAP](http://tax.idaho.gov/GoToTAP) and click “Temporary Sellers and Promoters.” This may be found under the menu item “Other Services”
2. Choose “Seller with an Event ID” on the next page and then click “Next.”
3. Choose “I am going to an event” on the next page and then click “Next.” *If you would like to apply for a Regular Sellers Permit, select the other option and you will be transferred to a new page where you can apply. You will then return to this application process and in step 6, follow instructions for “B”*
4. On the following page enter the Event ID that pertains to the time period you will be selling at the market, then click “Next.” (refer to the IDs and time periods highlighted in yellow above)
5. On the next page you will enter your seller information, click “Next,”
6. On the next page, you have 3 choices:
  - A. Click “I will not be making taxable sales” if this option applies to your business. You will be redirected to a page to confirm your information, and an email will be sent to the address you provided.
  - B. Click “I have a Regular Permit” if you already have a Regular Sellers Permit. A field will appear where you can enter your Regular Sellers Permit Number. Then click “Next.”
  - C. Click “I need a Temporary Permit” if you don't already have a Regular Sellers Permit and you intend to make taxable sales at the event. Then click “Next”
7. When you reach the Review Page, review the information provided to confirm it is accurate. If it is, click “Submit,”
8. You will be taken to a Confirmation Page where you are notified that an email has been sent with the information you need in order to participate in this sales event including a form to display. PRINT THIS FORM and bring it with you to your booth.

All participants must complete these steps, even if you're not making sales or if you have a Regular Seller's Permit. If you intend to participate in the entire Latah Farmers Market season, please return to the homepage and perform all 8 steps again to register for the second event ID.

If you have questions about Sellers Permits or these instructions, contact the Tax Commission at (208) 334-7848.