

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

To participate as a vendor in the 2023 Latah Farmers Market in Potlatch, you will need to obtain a sellers permit from the Idaho State Tax Commission.

Because the Latah Farmers Market scheduled events take place over several months, the Idaho Tax Commission requires us to obtain multiple event IDs. Please consider the dates you will be attending the market and register for one or both of the corresponding event IDs. **FULL SEASON VENDORS MUST SIGN UP UNDER BOTH EVENT IDs.**

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 21st - July 26th	Event ID: 2134114304	Sales Reporting deadline: August 9, 2023
August 2nd – September 27th	Event ID: 1469317120	Sales Reporting deadline: October 11, 2023

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

1. Go to [tax.idaho.gov/GoToTAP](http://tax.idaho.gov/GoToTAP) and under “Temporary Sellers and Promoters,” click “Register as a Temporary Seller or Promoter.” 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 FROM YOUR EMAIL and bring it with you to your booth.**
9. **If you intend to participate in the entire Latah Farmers Market season, please return to the homepage and perform steps 1-8 again to register for the second event ID.**

### ADDITIONAL NOTES:

All participants must complete these steps, even if you're not making sales or if you have a Regular Seller's Permit.

For youth vendors, the information entered will be that of the person responsible for paying the Idaho sales tax, usually a parent or guardian.

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