



# City and Borough of Sitka

## TAX DIVISION

100 Lincoln Street • Sitka, Alaska 99835

PHONE: (907) 747-1840 / 747-1853 FAX: (907) 747-0536 E-MAIL: salestax@cityofsitka.org

<b>For Office Use</b>	
Zone	_____
Appv by	_____
ST	_____
Appv by	_____
Date	_____

## BUSINESS CHANGE FORM

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Mailing Address | <input checked="" type="checkbox"/> Physical Address | <input checked="" type="checkbox"/> Email Address |
| <input checked="" type="checkbox"/> Phone Numbers   | <input checked="" type="checkbox"/> Name Change      | <input checked="" type="checkbox"/> Contacts      |

It is the responsibility of the business to notify the Sales Tax office when changes to your account have occurred. Please use this form to update physical address, mailing, email, contact names and phone numbers.

If you sold your business: this information must be reported on your final sales tax return.

Business Name \_\_\_\_\_ Sales Tax # \_\_\_\_\_

### New Business Information

Owner / Operator Name: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Physical Address \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
**Owners Signatures**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Contact Phone**

### Submit Form by Mail

City of Sitka  
Sales Tax Department  
100 Lincoln Street  
Sitka, Alaska 99835

### Submit Form by Email

Salestax@cityofsitka.org

### Submit Form by Fax

(907) 747-0536

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

Planning department Clearance: ZONE: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_