



APPLICATION FOR RESALE EXEMPTION CERTIFICATE

CITY AND BOROUGH OF SITKA
Department of Finance, Sales Tax Division
100 Lincoln Street, Sitka AK 99835
Ph (907)747-1840 Fax (907)747-0536

All businesses making local purchases for resale must apply for and obtain a Resale Exemption Certificate for exemption. Resale Exemption Certificates are only issued to businesses that are registered. Certificates will not be issued if an account is not in compliance.

Certificates are valid on a calendar year basis and must be presented at time of purchase requesting sales tax exemption. **Application will not be processed if information is not complete and the \$26.25 fee is not included.**

Resale applications are processed each Thursday and certificates will be available Friday afternoon. Applications received after 4:30 p.m. on Wednesday will not be processed until the following week.

This is a NEW APPLICATION _____ RENEWAL _____ for January 1 through December 31, 20 _____

Business Name _____ Sales Tax Account # _____

Business Owner _____ Phone Number _____

Mailing Address _____

Type of Business Activity _____

E-mail Address _____

Number of cards requested _____ (limit 5)

RENEWALS: Review last year's Resale Card. Do you want the same codes? **Circle: YES or NO**

If you circled NO, please select new codes and enter below. Please list all codes, not just changes.

TYPES OF ITEMS TO BE PURCHASED FOR RESALE (limit 4) - Please see Resale Codes listing.

NEW APPLICATIONS and RENEWALS requesting code changes: Enter Resale Codes below.

1. _____ 2. _____ 3. _____ 4. _____

I declare subject to the penalties prescribed in City and Borough ordinances that this application has been examined by me and to the best of my knowledge and belief is a true and complete application. I acknowledge that I am solely responsible for purchasing within the categories listed, and I am responsible for sales tax liability resulting from misuse of the resale certificate. I understand that misuse of the Resale Certificate is unlawful and subject to prosecution, fine, and loss of usage (SGC 4.09.240).

Signature _____ Printed Name _____ Date _____

SGC 4.09.230 requires a fee of twenty-five dollars plus tax (\$ 26.25 if paid by 03/31/16) be made at time of application and five dollars plus tax (\$5.00 + tax) for each replacement card. All applications must be paid before cards will be mailed

For Sales Tax Office Use Only

Sales Tax Exemption Number _____ Expiration Date December 31, 20

Application fees: # of Cards Issued _____ Fee: \$ 25.00 Tax: \$ 1.25 Total Rec'd: \$ _____

Issue Date _____ Cash _____ Check _____ Credit Card _____

Staff Authorization _____