



September 22, 2005



As always, we are available to answer questions and help with filing of your sales tax quarterly returns Monday through Friday from 8:00 a.m. to 5:00 p.m. except on City recognized holidays (upcoming holidays are October 18th and November 11th & 25th). Our offices are located on the second floor of the City building in the Finance Department or we may be contacted by phone at 747-1840 or 1853.



REMINDER

October 1, 2005 reverts back to 5% sales tax charged on all sales, services, and rentals.



As a business owner in the City and Borough of Sitka, you have accepted the responsibility to collect sales tax and bed tax. These taxes are to be remitted on a quarterly basis unless you have requested in writing and have been granted a yearly filing status.

The City and Borough mails out pre-printed quarterly returns as a courtesy. If you do not receive your pre-printed return, you are still required to file. All tax forms may be found on-line at www.cityofsitka.com under the "Doing business in the City/Taxes" link.

CITY AND BOROUGH OF SITKA

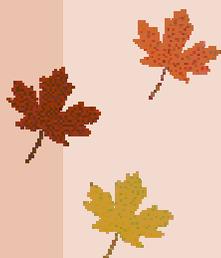
3rd Quarter 2005

DON'T FORGET TO SIGN YOUR SALES AND BED TAX RETURNS!!!!

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|--------------------------|
| 3rd Quarter, 2005 |
| July, 2005 |
| August, 2005 |
| September, 2005 |
| DUE OCTOBER 31st |

Special points of interest:

- *Monthly payers: payment must be post-marked or received by the 15th of the month following the month the tax was collected in order to qualify for the quarterly 3% discount. If you do not meet these requirements, you are not eligible for the 3% discount.*
- *Please provide your account number with all correspondence, payments, or inquiries. This helps ensure accuracy on our part.*
- **HAVE YOUR VOICE HEARD—VOTE ON OCTOBER 4TH.**





UPDATE!!!
UPDATE!!!
UPDATE!!!
UPDATE!!!
UPDATE!!!



HOW LONG HAVE YOU BEEN IN BUSINESS???

THE CITY AND BOROUGH OF SITKA NEEDS TO UPDATE BUSINESS INFORMATION IN OUR SALES TAX OFFICES. WE HAVE REVISED OUR REGISTRATION FORM AND NOW WOULD LIKE ALL BUSINESSES TO UPDATE THEIR BUSINESS INFORMATION WITH US. THIS IS FOR INFORMATIONAL PURPOSES ONLY—THERE IS NO DEPOSIT REQUIRED AND NO FEES REQUESTED. IN THE FUTURE, IF YOU HAVE ANY CHANGES OF INFORMATION IN REGARDS TO YOUR BUSINESS, PLEASE NOTIFY US IMMEDIATELY BY EITHER NOTING THE CHANGE ON YOUR SALES TAX QUARTERLY RETURN OR COMPLETING A CHANGE OF INFORMATION FORM FOUND ON OUR WEBSITE OR IN OUR OFFICES.

PLEASE NOTE THAT IF YOU ARE A NEW BUSINESS AND HAVE REGISTERED IN SINCE JUNE 1, 2005, YOU NEED NOT COMPLETE THIS UPDATE. ALSO, IF YOU HAVE ALREADY UPDATED YOUR INFORMATION THIS LAST QUARTER, YOU NEED NOT COMPLETE THIS UPDATED REGISTRATION. THIS IS BEING SENT TO ALL BUSINESSES WITH THE QUARTERLY FORM FOR EASE AND COST SAVING MEASURES. IF YOU HAVE ANY QUESTIONS, COMMENTS, OR NEED HELP WITH THIS FORM, PLEASE DO NOT HESITATE TO CONTACT US. THANK YOU FOR YOUR HELP IN THIS VERY LARGE TASK AHEAD OF US.

Seasonal Businesses

If you anticipate no business activity for the 4th quarter 2005 and 1st quarter 2006, you may pre-file those quarterly returns so you don't risk forgetting to file and being assessed penalties on late returns. Additional forms may be found online.

We're on the Web
www.cityofsitka.com
Under the "Doing Business in the City" link