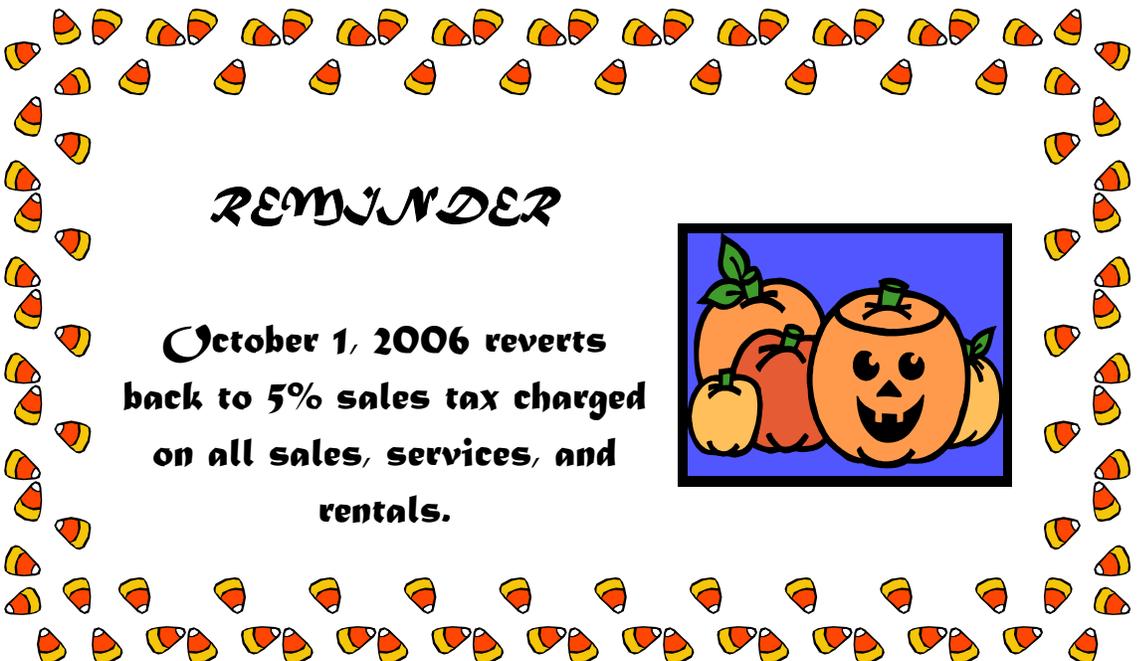




# 3rd Quarter 2006



## REMINDER

**October 1, 2006 reverts back to 5% sales tax charged on all sales, services, and rentals.**



### E-MAIL CONTACT

We are currently trying to create a database for e-mail reminders and notifications. If your business would like to be notified via e-mail of proposed ordinances pertaining to sales tax at Assembly meetings, reminders to file quarterly returns, and other tax related correspondence, please provide your e-mail in the change box of the quarterly return and we will be sure to include you in our database for future correspondence or to ensure accuracy, *e-mail your request* to be added to the contact database to *salestax@cityofsitka.com*. We hope to have this process up and running within the next few months as a service to you.



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

<b>3rd Quarter, 2006</b>
July, 2006
August, 2006
September, 2006
<b>DUE OCTOBER 31st</b>

### **Special points of interest:**

- *Please provide your account number with all correspondence, payments, or inquiries. This helps ensure accuracy on our part.*
- *Non-profit government supported agencies should be preparing to submit their financial packet and application for tax exempt status to the City and Borough of Sitka in December. Effective January 1st, only those approved will be granted tax exempt status for 2007 until approval has been granted.*
- **HAVE YOUR VOICE HEARD—VOTE ON OCTOBER 3RD.**

## UPDATES!!!!

Thank you to all those who have completed the update registration. Marj has worked diligently to enter over one thousand of these that have been returned. As we work to complete this process and have all businesses updated in our system, we ask that you keep us informed of any business changes (i.e. ownership, address changes, contact information, e-mail addresses, etc.) in order to keep our data base current. A business change form will be posted on the internet or may be picked up in our offices or you may indicate the changes in the change section of the sales tax return. Again, thank you for your time and effort.

If you haven't completed an update, please help us and complete the updated registration right now as you are thinking about it. We hope to have this enormous task behind us in 2006.

### Seasonal Businesses

If you anticipate no business activity for the 4th quarter 2006 and 1st quarter 2007, 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.



### Resale Exemption Cards

Current holders of resale exemption cards should be aware that these cards will expire on December 31, 2006. A new application for 2007 will be mailed out to current card holders in November. The application will need to be completed and signed for a new valid card to be issued for 2007. The application can be marked as renewal and same codes as last year. Your new cards will be mailed out prior to January 1st or within one week of receipt of the application. If you do not receive an application in the mail, you may obtain one from our website or in our offices.

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 10th & 23rd ). 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.

Marjorie Parmelee—Sales Tax Clerk  
Brenda Calkins—Sales Tax Auditor

**We're on the Web**  
[www.cityofsitka.com](http://www.cityofsitka.com)  
Under the "Doing Business in the City" link