



GOVERNMENT SUPPORTED NON-PROFIT AGENCIES APPLICATIONS FOR 2011 TAX EXEMPT STATUS

Ordinance 2008-04 was passed that changed the qualifications for government supported non-profit agencies effective January 1, 2008 to “Nonprofit organizations that qualify as tax exempt under IRC section 501(c) and derive fifty percent or more of their gross revenue from local, state, or federal government sources” can apply yearly by submitting an annual report and an application to the City and Borough of Sitka. These applications will be mailed out to current tax exempt agencies in October and need to be remitted by the beginning of December. The code states that the exemption will become effective 30 days after approval so remit your applications early in order to qualify by January 1, 2011. If you do not receive an application, they may be found on our website.

Special points of interest:

- *Please provide your account number with all correspondence, payments, or inquiries. This helps ensure accuracy on our part.*
- *All people doing business // licensed to do business within the City and Borough of Sitka need to contact the Sales Tax Offices to see if their business is required to be registered and/or report on a regular basis.*
- **HAVE YOUR VOICE HEARD—VOTE ON OCTOBER 5th.**

**ASK TO SEE
CURRENT TAX
EXEMPT
CERTIFICATES!!!**

**We're on the Web
www.cityofsitka.com
Under the "Business" link**

CIGARETTE & TOBACCO PRODUCTS LICENSE

EXPIRES DECEMBER 31, 2010

Applications for renewal will be mailed out to those with existing licenses the end of November however, if you are importing tobacco products, manufacturing, or selling in the City and Borough of Sitka and did not receive a license application, one may be obtained on our website or in our offices. You are required to be licensed and report your activity per SGC 4.26.



Seasonal Businesses

If you anticipate no business activity for the 4th quarter 2010 and 1st quarter 2011, 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, 2010. A new application for 2011 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 2011. 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. The resale cards (up to 5) are free however don't lose your cards because once issued, there is a \$5.00 replacement fee per card. Businesses must be in good standing in order to be issued a resale exemption card.

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 747-1853.

Marjorie Parmelee—Sales Tax Clerk

Brenda Calkins—Sales Tax Auditor

3rd Quarter, 2010

July, 2010

August, 2010

September, 2010

DUE NOVEMBER 1st

