



REMINDER

October 1, 2011 sales tax reverts back to 5% charged on all sales, services, and rentals unless otherwise exempt.

Bed tax remains at 6%.



GOVERNMENT SUPPORTED

NON-PROFIT AGENCIES

APPLICATIONS FOR 2012 TAX EXEMPT STATUS

Nonprofit organizations that qualify as tax exempt under IRC section 501c 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 Sitka General 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, one may be found on our website.



**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, 2011

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 2011 and 1st quarter 2012, 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 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 & 24th). 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

Resale Exemption Cards

Current holders of resale exemption cards should be aware that these cards will expire on December 31, 2011. A new application for 2012 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 2012. 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.

3rd Quarter, 2011
July, 2011
August, 2011
September, 2011
DUE OCTOBER 31st

