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CITY AND BOROUGH OF SITKA

4th Quarter 2007

NEWSLETTERS NO LONGER MAILED...

Beginning 2008, the quarterly newsletter published by the Sales Tax Office staff will no longer be mailed with the quarterly tax returns. The newsletter will be e-mailed to those businesses and individuals who have supplied their email address, will be published on our website, and will be available in paper format in our offices. If you have not yet supplied your e-mail address in order to receive this service and other services such as e-mail reminder notices, please e-mail our offices at salestax@cityofsitka.com to be added to our electronic distribution list. Please also be reminded that if you change your e-mail address, you need to keep us informed in order to continue to receive this service.

CIGARETTE AND TOBACCO PRODUCTS LICENSE EXPIRES DECEMBER 31, 2007

Applications for renewal have been mailed out to those with existing licenses 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.

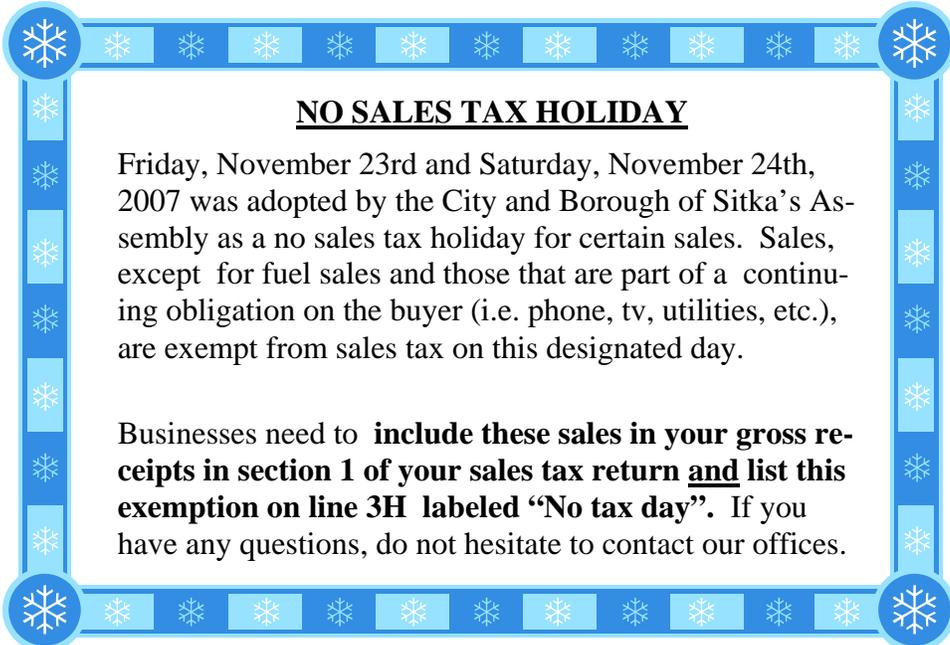


Resale Tax Exemption Cards

The applications for Resale Tax Exemption Cards have already been mailed out. If you did not receive an application, you may obtain one on our website or in our offices.

BE REMINDED if you do not have a current card for 2008, you will be required to pay sales tax on your purchases.

FOR IDENTIFICATION, the resale cards are BLUE this year.

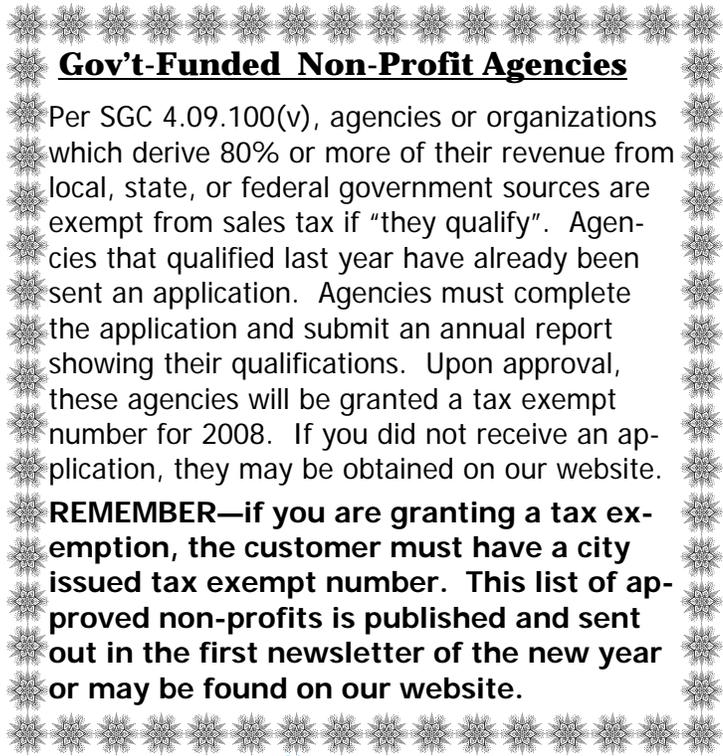
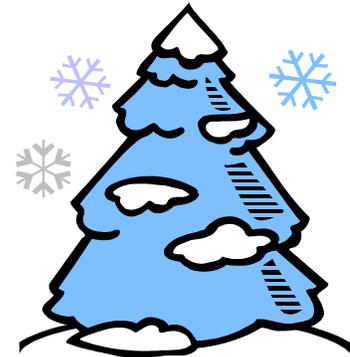


NO SALES TAX HOLIDAY

Friday, November 23rd and Saturday, November 24th, 2007 was adopted by the City and Borough of Sitka's Assembly as a no sales tax holiday for certain sales. Sales, except for fuel sales and those that are part of a continuing obligation on the buyer (i.e. phone, tv, utilities, etc.), are exempt from sales tax on this designated day.

Businesses need to **include these sales in your gross receipts in section 1 of your sales tax return and list this exemption on line 3H labeled "No tax day"**. If you have any questions, do not hesitate to contact our offices.

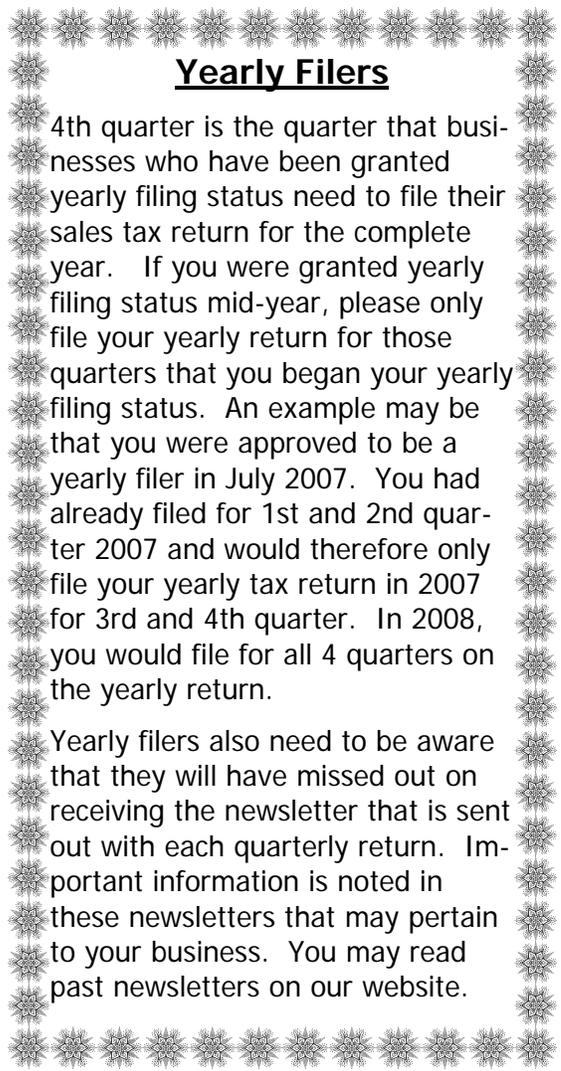
4th Quarter, 2007
October, 2007
November, 2007
December, 2007
DUE January 31st



Gov't-Funded Non-Profit Agencies

Per SGC 4.09.100(v), agencies or organizations which derive 80% or more of their revenue from local, state, or federal government sources are exempt from sales tax if "they qualify". Agencies that qualified last year have already been sent an application. Agencies must complete the application and submit an annual report showing their qualifications. Upon approval, these agencies will be granted a tax exempt number for 2008. If you did not receive an application, they may be obtained on our website.

REMEMBER—if you are granting a tax exemption, the customer must have a city issued tax exempt number. This list of approved non-profits is published and sent out in the first newsletter of the new year or may be found on our website.



Yearly Filers

4th quarter is the quarter that businesses who have been granted yearly filing status need to file their sales tax return for the complete year. If you were granted yearly filing status mid-year, please only file your yearly return for those quarters that you began your yearly filing status. An example may be that you were approved to be a yearly filer in July 2007. You had already filed for 1st and 2nd quarter 2007 and would therefore only file your yearly tax return in 2007 for 3rd and 4th quarter. In 2008, you would file for all 4 quarters on the yearly return.

Yearly filers also need to be aware that they will have missed out on receiving the newsletter that is sent out with each quarterly return. Important information is noted in these newsletters that may pertain to your business. You may read past newsletters on our website.



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