CITY and BOROUGH OF SITKA - SALES/BED TAX MONTHLY PAYMENT FORMS

TO TAKE 3% COLLECTION DISCOUNT at the end of the quarter, you must pay sales and bed tax monthly. The amount to be paid for the first two months of the quarter is to be the estimated tax collected during the month, but not less than one third of the total tax paid during the previous quarter, or during the same quarter of the previous year. Payments must be received each month to be eligible to receive the discount. PLEASE ENTER AMOUNT OF TAX ENCLOSED, DETACH BLUE COPY OF MONTHLY PAYMENT FORM AND SEND WITH YOUR PAYMENTS.

Tax Collected during:	Must be paid by:	Include with Payment:
January	February 15	Blue copy of payment form
February	March 15	Blue copy of payment form
March	April 30	Blue quarterly tax return
April	May 15	Blue copy of payment form
May	June 15	Blue copy of payment form
June	July 31	Blue quarterly tax return
July	August 15	Blue copy of payment form
August	September 15	Blue copy of payment form
September	October 31	Blue quarterly tax return
October	November 15	Blue copy of payment form
November	December 15	Blue copy of payment form
December	January 31	Blue quarterly tax return

CITY and BOROUGH OF SITKA   MONTHLY SALES/BED TAX PAYMENT

Office Use Only
Rec'd

Check   Cash

Tax collected during the month of _____
Month & Year

* _____
Account No.

* _____
Name of Business

* _____
Contact person

* _____
Contact phone no.

Sales Tax : _____

Bed Tax : _____

TOTAL TAX REMITTED: $ _____

 * REQUIRED FIELDS*
Detach Original - Send with payment & retain duplicate.

Mail to:
City & Borough of Sitka
100 Lincoln St
Sitka, AK   99835

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