

\_\_\_\_\_, 20\_\_\_\_\_

Dear City and Borough of Sitka Finance Director:

I would like to request to become a yearly filer. I have filed and paid in full my past four quarterly returns by the required due date and my sales tax remitted was \$200 or less. I understand that per Sitka General Code 4.09.270(a)(3) if my sales tax exceeds \$200 in future calendar years, I will be required to file quarterly sales tax returns for future years. If the sales tax is going to exceed \$500 at any point in the calendar year, I will begin voluntarily filing my sales tax immediately on a quarterly basis or I may be required to file on a monthly basis for a minimum of one year.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
BUSINESS NAME

Sales Tax # \_\_\_\_\_