



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## BUSINESS CHANGE FORM

- ✓ Mailing address
- ✓ Physical address
- ✓ Email address
- ✓ Phone number
- ✓ Owner change
- ✓ Business name change

It is the responsibility of the business to notify the Sales Tax office when changes to your account have occurred. Please use this form to update business contact information and ownership changes.

If you should close your business: this information must be reported on your final sales tax return.

Current Business Name: \_\_\_\_\_

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

### **NEW Business Information**

Business Name: \_\_\_\_\_

Owner / Operator Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Contact Phone #

#### **Submit Form by Mail**

City of Sitka  
Sales Tax Department  
100 Lincoln Street  
Sitka, AK 99835

#### **Submit Form by Email**

tax@cityofsitka.org

#### **Submit Form by Fax**

907-747-4779

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Planning department clearance:

ZONE: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_