



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

A Coast Guard City

SALES/BED TAX MONTHLY PAYMENT FORMS

To take 3% collection discount at the end of the quarter (maximum of \$100.00 discount allowed), 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.

Tax collected during:	Must be paid by:	Include with payment:
January	February 15 th	Copy of monthly payment form
February	March 15 th	Copy of monthly payment form
March	April 30 th	Blue Quarterly tax return
April	May 15 th	Copy of monthly payment form
May	June 15 th	Copy of monthly payment form
June	July 31 st	Blue Quarterly tax return
July	August 15 th	Copy of monthly payment form
August	September 15 th	Copy of monthly payment form
September	October 31 st	Blue Quarterly tax return
October	November 15 th	Copy of monthly payment form
November	December 15 th	Copy of monthly payment form
December	January 31 st	Blue Quarterly tax return

CITY AND BOROUGH OF SITKA MONTHLY SALES/BED TAX PAYMENT

Tax collected during the month of * February 2021
Month & Year

Office Use Only	
Received	
Check	Cash

* 01-00001

Account Number

Sales Tax: \$ 100.00

* The Cookie Shop

Name of Business

Bed Tax: \$

* Sam Smith

Contact person

* 907-555-5555

Contact phone number

Total Tax Remitted: \$ 100.00

REQUIRED FIELDS

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

CITY AND BOROUGH OF SITKA MONTHLY SALES/BED TAX PAYMENT

Tax collected during the month of * _____
Month & Year

Office Use Only	
Received	
Check	Cash

*

Account Number

Sales Tax: \$

*

Name of Business

Bed Tax: \$

*

Contact person

*

Contact phone number

Total Tax Remitted: \$

REQUIRED FIELDS

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