



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

FINANCE DEPARTMENT

TAX OFFICE

100 Lincoln Street | Sitka, Alaska 99835

www.cityofsitka.com

907-747-1818

PENALTY ABATEMENT REQUEST FORM

- Requests will only be accepted if the seller has not filed a late return or received an abatement within 3 years of the current requested date.
- Request must be made after sales tax due is paid in full, and within 7 calendar days of due date.
- The seller must not have any past due balances for any municipal bill within the City and Borough of Sitka.
- Please complete this form to the best of your knowledge and belief. All fields in this form should be completed by you, except as indicated.

Date of Request: _____

Quarter & Year: _____

Date of Sales Tax Payment: _____

Business Name: _____

Sales Tax Account #: _____

Has your business filed or paid a late return within Three Years of request for abatement? Y or N
(circle answer)

Has your business received an abatement within Three Years of current request? Y or N
(circle answer)

Amount of penalty to be waived (\$): _____

I hereby declare that the above information provided is true to the best of my knowledge and belief, and that I understand this form is be used as a formal request for abatement under SGC 4.25.350 (C).

Owners Signature

Date

Print Name

Contact Phone #

Submit Form by Mail or in Person	Submit Form by Email	Submit Form by Fax
City of Sitka Sales Tax Department 100 Lincoln Street Sitka, AK 99835	tax@cityofsitka.org	907-747-0536

Sales Tax Office Use Only:

Verified By: _____ Approved By: _____ Date: _____