



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

Dear City and Borough of Sitka Finance Director:

I would like to request to become a yearly filer. I have submitted timely within the dates required for the four quarterly returns for a calendar year and the total amount collected and remitted to the city and borough of Sitka was two hundred dollars (\$200.00) or less. I understand that per Sitka General Code 4.25.270(A)(3) if my sales tax exceeds two hundred dollars (\$200.00) in future calendar years, I will be required to file quarterly sales tax returns for future years. If I fail to file a yearly sales tax return by the due date, I may be required to file and remit sales tax quarterly. If I fail to file a yearly sales tax return and the amount of sales tax collected during the period of the return exceeds five hundred dollars (\$500.00), I may be required to submit sales tax returns and remit sales tax to the city and borough of Sitka monthly for a minimum of one year.

Sincerely,

Signature

Printed Name

Business Name

Sales Tax Account Number

Date