



City and Borough of Sitka Business Information Change Form

You must notify the Sales Tax Office when your mailing or physical address changes; there is a name change on the account; or a telephone number change. Any ownership change information must be reported on a final sales tax return. Return the information requested below to:

Sales Tax Division
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835

Sales Tax Account Number: _____

Business Name: _____

Old Information:

Owner / Operator Name: _____
(circle one)

Mailing Address: _____

Physical Address: _____

City, State, ZIP: _____

Phone Contact #: _____

New Information:

Owner / Operator Name: _____
(circle one)

Mailing Address: _____

Physical Address: _____

City, State, ZIP: _____

Phone Contact #: _____

Owner Signature

Date

Printed Name

FOR OFFICE USE ONLY

*Planning department Clearance

ZONE: _____ DATE: _____

APPROVED BY: _____