



City and Borough of Sitka

TAX DIVISION

100 Lincoln Street • Sitka, Alaska 99835

PHONE: (907) 747-1840 / 747-1853 FAX: (907) 747-0536 E-MAIL: tax@cityofsitka.org

PENALTY ABATEMENT REQUEST FORM

Instruction:

- *Requests will only be accepted if seller has not filed a late return, or received an abatement within 3 years of current requested date.*
- *Request must be made after sales tax due is paid in full, and within 7 calendar days of due date.*
- *Seller must not have any past due balances for any municipal bill within 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.*

Quarter: _____ Year: _____ Date of Request: _____

Sales Tax Due Date: _____ Date of Sales Tax Payment: _____

Seller Requesting Exemption: _____
(Business Name)

Sales Tax Account Number: _____

Has your business filed or paid a late return within Three (3) Years of request for abatement? Y or N
(circle answer)

Has your business received an abatement within Three (3) 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 4.09.350 (C).

Signature: _____ Date: _____

Printed Name: _____

Contact Information: _____

Sales Tax Office Use Only:

Submit forms and questions to:

Verified By _____
Approved By _____
Date _____

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

Fax 907-747-0536

Email:
tax@cityofsitka.org