



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

A Coast Guard City

BUSINESS CHANGE FORM

- ✓ Mailing address
- ✓ Physical address
- ✓ Email address
- ✓ Phone number
- ✓ Owner change
- ✓ Business name change

It is the responsibility of the business to notify the Sales Tax office when changes to your account have occurred. Please use this form to update business contact information and ownership changes.

If you should close your business: this information must be reported on your final sales tax return.

Current Business Name: _____

Sales Tax #: _____

NEW Business Information

Business Name: _____

Owner / Operator Name: _____

Phone #: _____

Mailing Address: _____

Physical Address: _____

Email: _____

Owners Signature

Date

Print Name

Contact Phone #

Submit Form by Mail

City of Sitka
Sales Tax Department
100 Lincoln Street
Sitka, AK 99835

Submit Form by Email

tax@cityofsitka.org

Submit Form by Fax

907-747-0536

*****FOR OFFICE USE ONLY*****

Planning department clearance:

ZONE: _____ DATE: _____ APPROVED BY: _____