



# City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

*A Coast Guard City*

## PENALTY ABATEMENT REQUEST FORM

- *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.*

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 (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).**

\_\_\_\_\_  
 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

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 Sales Tax Office Use Only:  
 Verified By: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_