



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

A Coast Guard City

Dear City and Borough of Sitka Finance Director:

I would like to request to become a yearly filer. I have submitted 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 4.09.270(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 Number

Date