



CITY AND BOROUGH OF JUNEAU
Finance Department – Sales Tax Division
155 South Seward Street, Juneau, Alaska 99801
Phone (907) 586-5265 FAX (907) 586-0365

IMPORTANT NOTICE – RESALE OF GOODS RENEWAL PERIOD

APPLY NOW FOR 2020

Only businesses that will make local (within CBJ) purchases of goods for resale during 2020 should complete the enclosed application and submit the certificate fee. **If your business will not make local purchases of goods for resale in 2020, please disregard this mailing.**

All 2019 Resale of Goods Certificates expire on December 31, 2019. To receive your 2020 Resale of Goods Certificate before January 1, 2020, a Resale of Goods application along with the certificate fee of \$10.00 must be submitted to the Sales Tax Office no later than Monday, December 16, 2019.

****New for 2020****

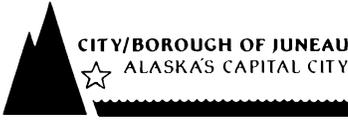
Merchants now have 2 options for renewing their resale of goods certificates:

- **Option #1** – Complete the attached renewal application and return to the CBJ Sales Tax office with the \$10.00 certificate fee or,
- **Option #2** – Submit your application and pay your \$10.00 certificate fee through our new online portal found at the following webpage: <https://beta.juneau.org/finance/sales-tax-online-payment>
 - Follow the user guides at the bottom of the webpage to get started.

During 2020, Resale of Goods applications will be processed weekly on Thursdays and available for pickup after 3:00 PM on Thursdays. Any Resale of Goods application submitted during 2020 must be received with payment by 4:30 PM on Wednesday in order for a Resale Certificate to be available on Thursday. As always, Resale of Goods Certificates will only be issued to accounts in good standing.

If you have any questions, please call the Sales Tax Office at (907) 586-5265.

****The Sales Tax Office cannot guarantee that your 2020 cards will be available by January 1, 2020, if your application is received after 4:30 PM on December 16, 2019.****



**APPLICATION FOR
RESALE OF GOODS CERTIFICATE**

City and Borough of Juneau, Alaska
Finance Department, Sales Tax Office
155 South Seward St, Juneau, AK 99801
Ph (907) 586-5265 Fax (907) 586-0365

Businesses making local purchases for resale must obtain a Resale of Goods Certificate for their purchases to be exempt. Resale of Goods Certificates are only issued to businesses that are registered and current in filing and remitting sales tax. Certificates will not be issued if account is not in compliance.

Certificates are valid on a calendar year basis. Application will not be processed if information is not complete or if application fee is not submitted.

Resale applications are processed each Thursday. Applications received after 4:30 p.m. on Wednesday will not be processed until the following week.

This is a NEW APPLICATION _____ RENEWAL _____ for January 1 through December 31, _____

Business Name _____ Sales Tax Account Number _____

D.B.A. _____ Phone _____

Mailing Address _____

Street Address _____

City _____ State _____ Zip Code _____

Type of Business Activity _____

Resale Certificate Fee: \$10.00

Applicants will only be issued one Resale Certificate.

Resale Code Selection (limit 4) - Please see Resale Codes listing.

<u>Renewals:</u>	Do you want the same codes as last year? Circle <u>YES</u> or <u>NO</u> If you circled NO, please enter all desired codes below. Limit of 4 codes.
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NEW APPLICATIONS and RENEWALS requesting code changes: Enter codes below.

1. _____	3. _____
2. _____	4. _____

I declare subject to the penalties prescribed in City and Borough ordinances that this application has been examined by me and to the best of my knowledge and belief is a true and complete application. I acknowledge that I am solely responsible for purchasing within the categories listed, and I am responsible for sales tax liability resulting from misuse of the resale certificate. I understand that misuse of the Resale Certificate is unlawful and subject to prosecution and fine.

Signature _____ Printed Name _____ Date _____

For Sales Tax Office Use Only	
Application Fees Paid: _____	Remitted: eGovern: _____ Cash _____ Check No. _____
Sales Tax Exemption Number _____	Expiration Date December 31, 2020
Staff Authorization _____	Issue Date _____