



CITY AND BOROUGH OF JUNEAU, ALASKA
Finance Department – Sales Tax Division
155 South Seward Street, Juneau, Alaska 99801
Phone (907) 586-5215 ext. 4901 FAX (907) 586-0365

How to eFile your Resale of Goods renewal

Step 1 – Log in to your profile

Please note that you will only be able to renew your resale of goods certificate online if you received a resale certificate the prior year. 1st time applicants will be required to apply on paper.

- Enter your User Name and Password and select “[Log In](#)”

Enter your User Name and Password

User Name

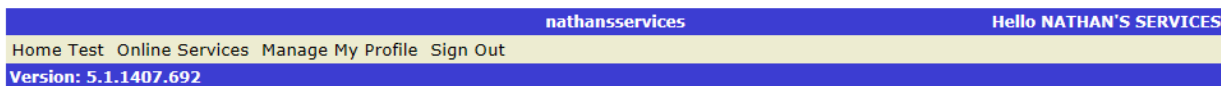
Password

[Forgot your User Name or Password?](#)

[First-time user? Register here](#)

Step 2

- On the menu bar, under “Online Services”:
- Select “File my Return”



Step 3

- You should have two account number options-one is for your sales tax return, and the other is for your Resale of Goods Cert.
 - The resale of goods account will have an “R” in front of your regular sales tax account #.
- On the Resale of Goods account, select the year of the resale of goods certificate for which you are applying, then click “**Select**”

Select your Account

Select your Account Complete Return Submit Return Application Completed

Account link to your Name

Account	Year	Name	Category
Select 01003661	2018	TEST ACCOUNT FIVE 155 S SEWARD ST JUNEAU AK 99801	Sales Tax, Liquor, Room
Select R01003661	2018	TEST ACCOUNT FIVE 155 S SEWARD ST JUNEAU AK 99801	Resale of Goods Cert

Step 4

- Select period 1 from the drop down box
- Notice your existing resale codes are not displayed.
 - If no changes to your codes are needed, simply click “Next / Calculate” at the bottom of the screen to proceed.
 - If you would like to change some or all of your codes, please make your request in the “Notes and Comments” field for review by CBJ Sales Tax staff.
- Click “Next / Calculate” to proceed

Account Number R01003661 Business Name TEST ACCOUNT FIVE
155 S SEWARD ST
JUNEAU AK 99801

Reporting Period Annual Date 11/9/2018

Period Covered* 1 Due Date 1/31/2019

Resale Cards
1

Notes and Comments

Clear all the fields Next / Calculate

Step 5

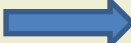
- Review any Notes and Comments you entered for accuracy.
- If all is correct, check the certification box and select “**Submit Return**”
- You will be quoted a balance due of \$10.00 on the following screen.


Account Number	R01003661	Business Name	TEST ACCOUNT FIVE 155 S SEWARD ST JUNEAU AK 99801
Reporting Period	Annual	Date	11/9/2018
Period Covered*	1	Due Date	1/31/2019

Resale Cards
1

Notes and Comments

I declare subject to the penalties prescribed in the City and Borough of Juneau ordinances that this return has been examined by me, and to the best of my knowledge and belief is a true, correct, and complete return.

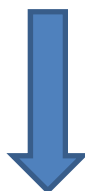




Step 6 – Balance Due

PRINT THIS SCREEN for your confirmation of filing. You will NOT receive an email confirmation of your application..

- Review your balance due
- You may choose to “Pay Now” or “Pay Later”
 - Select “Pay Later” if you want to mail your resale renewal payment.
 - Please include a screen print of this page with your mailed payment and note “Resale Renewal” on your check memo.
 - Select “Pay Now” if you want to remit payment electronically.
 - Then follow the procedures titled “Making a Payment”.



Account Number R01003661

TEST ACCOUNT
FIVE
155 S SEWARD
ST
JUNEAU AK
99801

Reporting Period Annual
Period Covered* 1

Date 11/9/2018
Due Date 1/31/2019

Total Values

Total Tax Due	\$10.00
Late Filing Fee	\$0.00
Late Payment Penalty	\$0.00
Interest	\$0.00
Total Discount	\$0.00
Credit on Account	\$0.00
Total Deposit	\$0.00

Total Period Balance \$10.00



Pay Later

Pay Now

- If your sales tax account is in full compliance, your new resale of goods certificate will be mailed the Thursday following a completed application and payment. (End of year renewals for the next calendar year will be mailed on the 28th of December.)