



**City and Borough of Juneau, Alaska**  
Finance Department, Sales Tax Office  
155 Heritage Way, Juneau, AK 99801  
Ph (907) 586-5215 Fax (907) 586-0365  
Email: [sales.tax.office@juneau.gov](mailto:sales.tax.office@juneau.gov)

### CHANGE OF ADDRESS/NAME CHANGE

You must notify the Sales Tax Office when your business mailing address or business name\* changes. Return the information requested below to the Sales Tax Office at [sales.tax.office@juneau.gov](mailto:sales.tax.office@juneau.gov) or mail to the address below:

City and Borough of Juneau  
Finance Department, Sales Tax Office  
155 Heritage Way  
Juneau, AK 99801

Sales Tax Account Number \_\_\_\_\_

Business Name \_\_\_\_\_

State of Alaska Business License \_\_\_\_\_ Entity Change?    Y    N

#### **New Address:**

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Title \_\_\_\_\_

#### **Business Name Change\*:**

New Name \_\_\_\_\_

\* Changes to the business name only. For changes in ownership or legal entity changes, please use the Business Sale or Closure form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone No.