



Finance Department – Sales Tax Division  
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**CBJ SALES TAX OFFICE  
REQUEST TO FILE SALES TAX RETURNS ANNUALLY**

Under the CBJ Sales Tax code 69.05.070, businesses that consistently have no sales tax liability to report, or very small businesses with \$20,000 or less in annual gross sales, may request to file sales tax returns on an annual basis.

**Please note:** Accounts can only be switched to annual filing status at the beginning of the calendar year. Requests approved mid-year will still need to file quarterly returns through the end of the current calendar year. Existing sales tax accounts must be in compliance to be eligible.

**Business Name:** \_\_\_\_\_

**Sales Tax Account Number:** \_\_\_\_\_

**I am requesting to file annually under:**  69.05.070(a) – No taxable sales  
 69.05.070(f) – \$20,000 or less annual gross sales\*  
\*effective 12/30/2022

**If no taxable sales, please list which CBJ exemption number(s) sales are exempt under:** \_\_\_\_\_

**If \$20,000 or less gross sales, what is your average or estimated annual gross sales:** \_\_\_\_\_

If prior year sales exceed \$20,000, please provide a written explanation as to why you anticipate your sales will now be less.

***Under penalty of unsworn falsification, I attest that to the best of my knowledge that the above information is true and correct.***

***I acknowledge that, if approved, I am responsible for filing an annual sales tax return by January 31<sup>st</sup> following the most recently completed tax year.***

***I acknowledge that, if approved, if at any point throughout the year my sales fall outside of the criteria under which I was approved to file annually, I will make contact with the Sales Tax Office immediately or I may be subject to penalties and late fees.***

\_\_\_\_\_  
**Signature Printed Name Date**

**For CBJ Sales Tax Office Internal Use Only**

Reviewed by: \_\_\_\_\_  Approved  Updated filing frequency  
Notification sent: \_\_\_\_\_  Denied  Saved to account file