



# APPLICATION FOR RESALE OF GOODS CERTIFICATE

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

Businesses making purchases for resale must obtain a Resale of Goods Certificate for their purchases to be exempt from CBJ sales tax. 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. Applications will not be processed if information is not complete or if the application fee is not submitted.

We process resale applications weekly. Provided that your sales tax account is in good standing, we will mail your resale card within ten business days of receiving the completed application and payment. *(Due to high volume, year end renewals may take several weeks to receive.)*

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) - List of Resale Codes available at <https://juneau.org/finance/sales-tax-forms>

<u>Renewals:</u>	Do you want the same codes as last year? <u>YES</u> or <u>NO</u> If you chose NO, please enter all desired codes below. Limit of 4 codes. ( <a href="#">Code List</a> )
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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: _____	Compliance Verified: _____	Cash _____	Check No. _____
Sales Tax Exemption Number _____	Expiration Date _____	December 31, 20__	
Staff Authorization _____	Issue Date _____		