



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)

## SENIOR CITIZEN SALES TAX EXEMPTION CARD INFORMATION

### HOW TO APPLY

Individuals aged 65 years or older who are residents of both the State of Alaska and the City & Borough of Juneau may apply for a Senior Sales Tax Exemption card at the Sales Tax Office located on the first floor of City Hall at 155 Heritage Way in downtown Juneau. An application can be mailed upon request by calling 586-5215 ext. 4901.

The cost for the Senior Citizen exemption card is \$20.00 per card. A replacement fee of \$5.00 will be charged on all lost cards. **Currently, only cash or check can be accepted as payment.**

The following documentation **must** be presented at the time of application:

Proof of Residency (You must live within the City & Borough of Juneau for at least 30 consecutive days and plan to maintain *permanent residency*.) One of the following is acceptable for proof of residency:

- Alaska Driver's License or State ID
- Voter Registration Card
- Alaska Hunting/Fishing License
- Airline Ticket or Ferry Ticket providing date of entry into Juneau
- Utility Bill

Proof of Age One of the following is acceptable for proof of age:

- Alaska Driver's License or State ID
- Birth Certificate
- Passport
- Medicare Card

Pictures are taken for your cards at City Hall. You may provide a high quality digital photo via email; photocopies or scans of photos are not acceptable.

A card can be issued to your spouse whether they are 65 years of age or not. If the spouse is under 65 years of age and does not have the same last name as the applicant, a marriage certificate / license will be needed as proof of marriage.

### **Completed applications (including backup documentation) and payment can be:**

- **Brought to City Hall** in person by the applicant during regular business hours (M-F, 8:00a-4:30p)
- **Mailed** to City and Borough of Sales Tax Office, 155 Heritage Way, Juneau AK 99801
- **Dropped** at one of the CBJ drop box locations: Super Bear IGA, Foodland IGA, and outside the main entrance of City Hall
- **Faxed** to 907-586-0365
- **Emailed** to [sales.tax.office@juneau.gov](mailto:sales.tax.office@juneau.gov)

\* *Photographs will only be accepted via email or taken in person at City.*

\* *Applications will be held until payment is received.*

Please contact the Sales Tax Office at 586-5215 ext. 4901 if you have questions or need additional information.

## **RESPONSIBILITY OF CARDHOLDERS**

Cardholders are required to display their tax exemption card at the time of purchase. Your card **may not** be used by anyone other than yourself. This includes your spouse. Spouses will be issued their own card.

Cardholders are required to separate purchases into categories for tax-exempt and non tax-exempt at the time of purchase.

Cardholders will continue to be subject to all sales tax ordinance provisions in the future, as amended, deleted, or expanded. It is the cardholder's responsibility to be aware of changes in the ordinances.

Cardholder would be committing a misdemeanor if they violate the provision of the Sales Tax Ordinance.

Cardholders are **not** exempt from sales tax on the purchase of alcoholic beverages, hotel/motel tax, or any purchases related to a business.

## **DESIGNATED SHOPPER PROGRAM**

"If a person who is authorized to be issued a senior citizen sales tax exemption card is disabled or is otherwise physically unable to use the card," the sales tax office implements a program that allows a designated person to use the card for "for the benefit of the person with the disability or the person who is otherwise unable to use the card."

## **SENIOR EXEMPTION CARD BENEFITS**

**Effective January 1<sup>ST</sup>, 2016** only the following purchases can be exempted using your CBJ Senior Sales Tax exemption card:

- **Food** – as defined by the Federal Food Stamp program - also known as Supplemental Nutritional Assistance Program (SNAP). This means that the same food items that are eligible for SNAP benefits will be tax exempt for Senior citizens who present valid CBJ exemption cards. Only non-restaurant sales of food (i.e. grocery items) which are intended for home consumption can be exempted.
- **Electricity** – Your electricity bill from your principal place of abode.
- **Heating Fuel** – This includes heating oil, propane (used for heating), wood heating pellets, wood and kerosene you purchase for heating your principal place of abode.
- **CBJ Water Utilities** – City water and wastewater service at your principal place of abode.
- **Garbage Collection / Landfill** – Curbside garbage and recycling collection at your principal place of abode as well as charges for your personal use of the landfill.

## **SENIOR CITIZEN NEEDS-BASED SALES TAX REBATE**

The rebate for qualifying senior citizens is governed by section 69.05.046 of the CBJ Sales Tax code. The program offers eligible citizens a once-a-year rebate of sales taxes paid at the time of purchase.

To be eligible, one must:

- Have resided in Juneau for at least 30 days
- Possess a current CBJ Senior Sales Tax Exemption Card
- Meet the annual income requirements

For more information on the senior citizen needs-based sales tax rebate, visit our website at <https://juneau.org/finance/sales-tax/senior-citizen-tax-benefits>, or contact the CBJ Sales Tax office at 907-586-5215 ext. 4901.

## **BUS BENEFITS**

Your Senior Sales Tax Exemption card allows you to use the Capital Transit bus service for free. All you have to do is show your senior card to the bus driver when you board the bus. This privilege is only available to those 65 years of age or older.



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

## Application for Senior Citizen Sales Tax Exemption Card

Senior Sales Tax Exemption Card application fee: \$20.00 per card

<b>Applicant Information:</b>	<b>Spouse Information: (use if under age 65)</b>
Name: _____	Name: _____
Date of Birth: _____	Date of Birth: _____
Phone: _____	Phone: _____

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

Physical Address: \_\_\_\_\_

Own: \_\_\_\_\_ Rent: \_\_\_\_\_ Live with Relative: \_\_\_\_\_  
Relative's Name

I certify, to the best of my knowledge, that the information provided above is correct and complete. I have read the information related to the use and restrictions contained on the reverse side of this form.

Signature of Applicant	Date	Signature of Spouse	Date
------------------------	------	---------------------	------

***Please turn over***

<b>FOR OFFICE USE ONLY</b>	
<p style="text-align: center;"><b>Applicant</b></p> Proof of Residency: _____ Proof of Age: _____ Senior Number: _____	<p style="text-align: center;"><b>Spouse</b></p> Proof of Residency: _____ Spouse Number: _____ Marriage Certificate: Verified <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Issued By _____	Date: _____
Application Fee: _____ Spouse Fee: _____	APPLY TO: 02 SR CITIZEN EXEMPT CD

**PLEASE READ AND INITIAL**

**Senior Spouse**

Not Applicable	I am sixty-five years of age or older.
	I have maintained a principal place of abode in the State of Alaska and City & Borough of Juneau for thirty consecutive days immediately preceding this application and I intend to remain indefinitely and to make a home in the State and City & Borough .
	I understand that the exemption from sales tax is solely for my personal benefit or the benefit of my spouse, that the sales tax exemption card <b>MAY NOT BE USED</b> for any trade or business purchases or for any purchases of goods, service or rental to be consumed or used <b>BY ANYONE OTHER</b> than the cardholder or cardholder's spouse. I understand that it may not be used to purchase <b>ALCOHOLIC BEVERAGES</b> and that it does not qualify for exemption of <b>BED TAX</b> .
	I understand that the privilege of using the exemption may be permanently revoked if I claim or attempt to claim exemption from Sales tax to which I am not entitled, or if I permit another person to obtain exemption to which that person is not entitled.
Not Applicable	I understand that I may not claim the exemption if I am no longer eligible.