



CITY AND BOROUGH OF JUNEAU, ALASKA
 Office of the Municipal Clerk
 155 Heritage Way, Juneau, Alaska 99801
 Phone (907) 586-5278 FAX (907) 586-4552
City.Clerk@juneau.gov

**STATEMENT OF APPEAL
 SALES TAX APPEALS BOARD**

THIS FORM AND THE REQUIRED ATTACHMENTS MUST BE SUBMITTED TO THE CLERK'S OFFICE, Room 202, Municipal Building or mailed to the above address within 20 days calendar days from either the date the decision or action was mailed to the appellant by the Sales Tax Office, or the date the appellant first learned of the decision or action, whichever is earlier.

Please Print

Name of Business: _____ Phone: _____
 Sales Tax Account Number: _____
 Appellant's Name: _____ Phone: _____
 Address (mailing): _____
 Fax: _____ e-mail address: _____
 Are you represented by another party? no yes (if yes please list contact information below)
 Name: _____
 Address (mailing): _____
 Phone: _____ Fax: _____ e-mail address: _____

Type of Appeal:

<input type="checkbox"/>	Penalty and Interest	<input type="checkbox"/>	Audit Results
<input type="checkbox"/>	Exempt Sales Interpretation	<input type="checkbox"/>	Filing Requirements
<input type="checkbox"/>	Ordinance Interpretation	<input type="checkbox"/>	Collection Actions

Dollar Amount of Appeal: \$ _____
 Date Appellant Learned of Decision/Action by Sales Tax Office: _____
 Date Served on City Clerk: _____ Clerk's initials: _____

STATEMENT OF APPEAL: The statement of appeal shall have attached to it:

1. A copy of all relevant sales tax ordinance sections, or a statement of relevant sales tax ordinance sections; a written statement in ordinary and concise language of how the position taken by the Sales Tax Office does not comply with the ordinance, including the particular circumstances, events, or occurrences which show the appellant has complied with the ordinance;
2. If penalties and/or interest are being disputed, a written statement in ordinary and concise language explaining why penalties and/or interest are inappropriate.
3. Any documents supporting the appellant's position; and
4. The signature of the appellant. (*below*)

The Statement of Appeal, with attachments, presents your case to the Sales Tax Appeals Board. The case must clearly show you have followed the requirements of the Sales Tax Ordinance and what decision you wish the board to make. You are entitled to representation before the board. **The Board may dismiss an appeal if the appellant does not state the grounds upon which relief is requested or provide sufficient supportive documentation. An appeal may also be dismissed if the Board determines that the matter falls outside the scope of the Boards authority.**

Date: _____ Signature: _____

The Municipal Clerk's Office (586-5278) can answer any questions you may have regarding appeal procedures.