



**STATEMENT OF APPEAL  
UNDER \$500  
SALES TAX**

**Use this appeal form if the total dollar amount of your appeal is less than \$500. THIS FORM MUST BE SUBMITTED TO THE CITY TREASURER, 155 South Seward, Juneau, AK 99801.**

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Type of Appeal:

<input type="checkbox"/>	Penalty and Interest	<input type="checkbox"/>	Audit Results
<input type="checkbox"/>	Exempt Sale 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 Treasurer: \_\_\_\_\_

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

1. A copy or statement of all relevant Sales Tax Ordinance sections;
2. Attach 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;
3. Any documents supporting the appellant's position; and
4. The signature of the appellant.

The Statement of Appeal, with attachments, presents your case to the City Treasurer. The case must clearly show you have followed the requirements of the Sales Tax Ordinance and what decision you wish the City Treasurer to make. Statements judged by the City Treasurer to be incomplete may be dismissed until such documentation is provided.

Appellant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**The City Treasurer (586-0375) can answer any questions you may have.**