



Finance Department, Sales Tax Office
155 South Seward St., Juneau, AK 99801
Ph. (907) 586-5215 ext. 4901 Fax (907) 586-0365
sales.tax.office@juneau.org

Application for Nonprofit Sales Tax Exemption Certificate

1) ORGANIZATION NAME

(Legal name as provided on Articles of Incorporation, or if unincorporated, the governing document)

2) ORGANIZATION MAILING ADDRESS

Street Address or P.O. Box number

My organization maintains a physical presence in the City/Borough of Juneau

YES

NO

City State/Province Zip Code Country if outside U.S.

3) CONTACT INFORMATION OF REPRESENTATIVE SUBMITTING THIS APPLICATION

Name Title

Email Address Daytime Phone and Extension

4) READ AND INITIAL

I hereby apply* for a Sales Tax exemption Certificate under Provision 12 of the Sales Tax Ordinance CBJ 69.05.040.

I certify the attached evidence of our Internal Revenue Service classification of 501 (c) (3) or 501 (c) (4) is in good standing

I am aware that all nonprofit organizations that maintain a physical presence within the City and Borough of Juneau must register with the Sales Tax Office and report their sales.

I am aware this certificate exempts the organization's purchases and those sales that are not subject to federal income tax.

5) _____
Signature **Date**

* Applications MUST be accompanied by the following required attachments:

- 1) A copy of the letter from the Internal Revenue Service announcing your classification status as a 501 (c) (3) or a 501 (c) (4), and
- 2) Payment of the \$20.00 application fee, and
- 3) A completed CBJ Business Registration Form - This only applies to nonprofit organizations that maintain a physical presence within the City and Borough of Juneau that have not previously registered with the Sales Tax Office.

Applications received without the required documents or payment will not be processed.

FOR OFFICE USE ONLY

Certificate Number _____ Date _____

Fee Paid \$ _____ Cash ___ Check # _____

Erin Russell Sales Tax Account No. _____
CBJ Revenue Officer