



CITY AND BOROUGH OF JUNEAU, ALASKA  
 Office of the Municipal Clerk  
 155 South Seward Street, Juneau, Alaska 99801  
 Phone (907) 586-5278 FAX (907) 586-4552  
[City.Clerk@juneau.org](mailto:City.Clerk@juneau.org)

**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.**