

Reporting Requirements

Every seller of goods or provider of services or rentals must file a return for each reporting period regardless of sales activities or tax due. Even if you have not transacted any business, you are required to file a tax report.

Sales Tax Returns must be filed even if no tax liability is due.

Sales Tax Returns must be filed even if no business was conducted during the reporting period.

Reporting basis. Sellers' are required to report their sales tax to CBJ on the same basis they use to report federal income tax to the IRS.

Cash Basis. A person who filed his federal income tax return on a cash basis is required to file his sales tax returns on a cash basis.

Accrual Basis. A person who files his federal income tax return on an accrual basis will be required to file his sales tax return on an accrual basis.

Filing Frequency:

Quarterly Reporting. All sellers are required to file four quarterly reports each year. A quarterly return is due by the last day of the month following the quarter covered by the return.

Monthly Reporting. A seller may be directed by the manager to file on a calendar month basis or a seller, who is required to make a monthly deposit, may request to report monthly rather than make deposits. A monthly return is due by the last day of the month following the month in which the tax accrues.

Annual Reporting. A seller who makes only exempt sales may, at the discretion of the manager, be permitted to file one annual report each year. Due date will be January 31 of the following year.

Seasonal Reporting. There are *no provisions* in the Sales Tax Code for seasonal reporting. However, if a seller will not be engaging in business during the off-season, returns for the upcoming reporting periods may be filed early.

Extension of Time for Reporting. *And extension of time for reporting is **not available** under the CBJ Sales Tax Code.*

Payment Frequency:

Sellers are required to submit full payment of the tax due with the Sales Tax Return.

Exception: Sellers who report on a quarterly basis and who collect over \$1000.00 in sales tax in any one month are required to make a deposit by the 15th of the following month. Deposit coupons are available online here: <https://juneau.org/finance/sales-tax-forms> under reporting forms.

General Return Instructions

Instructions for completing the Sales Tax Return form are available with each return or online at our web site <https://juneau.org/finance/sales-tax-forms>. Only general guidelines will be referenced here. If you need more specific information, please contact the Sales Tax Office.

Gross Sales:

Sellers are required to report all sales that are generated within CBJ's taxing jurisdiction, regardless if they are taxable or exempt. Sellers can not report net taxable sales.

Service providers: The tax incident falls on the point of delivery of the service. Point of Delivery is determined by the location where the service performed is *received*. If the service is delivered within CBJ's taxing jurisdiction, it is subject to the sales tax. For services delivered or transferred electronically, point of delivery is the billing address of the buyer or consumer. Delivery outside the City and Borough must be verified by postal or shipping documents. If the delivery is by electronic means, delivery must be verified by the buyer's "billed to" address.

However, if you are a registered merchant who is not within CBJ's taxing jurisdiction when the service is performed, and the service is not delivered into CBJ, **the service should not be reported on your CBJ Sales Tax Return**. Documentation must be maintained to show that you were not in CBJ when the service was performed.

Rental property/lessors: The tax incident falls on the property location. If the property is located within CBJ's taxing jurisdiction, it is subject to the sales tax. It does not matter where the rental agreement was entered into, where the rental is billed, or where the lessee may be located. If the rental property is located in CBJ, the sales tax must be collected on the rental.

However, if the property is removed from CBJ's taxing jurisdiction for the lease term, the rental is not subject to the sales tax. **Nor is the rental reported on your CBJ Sales Tax Return**. Documentation must be maintained to show that the rental property was removed from CBJ for the lease term.

Retail Sales: The tax incident falls on delivery within CBJ's taxing jurisdiction. If delivery is made within CBJ, the tax applies. See the definition of a retail sale for any questions about delivery in CBJ. For out-of-CBJ sellers, do not report nationwide or statewide sales, only report sales that are delivered into CBJ.

Exemptions:

Sellers must report the totals of all claimed exemptions by exemption category (number) on the sales tax return. Sellers cannot lump exemptions into one category. We have listed the most commonly used exemptions on the return form for your convenience in filing. If your exemption does not fall under one of the listed categories, you must use line "G" and specify the code number under which your exemption falls. Failure to identify the proper code number may result in the disallowance of your claimed exemption.

Timely Online Filing Discount & Payment

The sales tax ordinance allows a discount to sellers that keep their sales tax accounts current and file their returns online. Discounts may not be taken on late-filed returns or on accounts that have an unpaid balance.

All sellers who file their return on the eGovern online portal, regardless of their reporting frequency, may take a discount of \$30.00 from the total sales tax due. A discount can reduce tax to zero, but cannot create a credit balance.

*(Note: the discount is tied to online filing of the sales tax return – paying online is not necessary to qualify for the timely discount. **However, payments still must be made by the filing deadline**)*

Do not round the tax due. The Sales Tax Code does not provide for rounding; gross sales, exemptions, or tax due to the nearest dollar.

Late Filing Penalty

A late filing fee of \$25 will be assessed on all late returns. In addition, late payment penalties and interest will accrue on any tax remitted after the due date. The U.S. postmark date will determine timely filing for mailed returns and taxes due.

Late Payment Penalties

A late payment penalty is assessed at the rate of 5% of the tax due for any month or fraction of a month in which the tax is unpaid. The late payment penalty graduates at the rate of 5% per month or any fraction of a month until a total of 25% has been assessed.

Interest

Interest is assessed at the rate of 10% per annum on unpaid tax.

Business Closed or Sold.

Merchants who close or sell their business must file a final Sales Tax Return. Sales tax accounts are not transferable.