



**CLOSURE OF YOUR  
CBJ SALES TAX ACCOUNT**

**City and Borough of Juneau, Alaska**  
Finance Department, Sales Tax Office  
155 Heritage Way, Juneau, AK 99801  
Ph (907) 586-5215 Fax (907) 586-0365  
Email: sales.tax.office@juneau.gov

A final Sales Tax Return is required within 15 days when a business ceases to do business in Juneau, closes, or transfers to new ownership. Any unpaid tax liabilities, including interest and penalties, become personal liabilities of the new owner.

Before the sale, lease, assignment, transfer or other disposition of the business is completed, the seller is to file with the sales tax office an informational notice identifying the name and address of each person or entity involved in the transaction, the nature of the transaction, and the effective date of the transaction.

**Please include the following information with your final Sales Tax Return:**

Sales Tax Account Number \_\_\_\_\_ Short-term Rental Registration Number: \_\_\_\_\_

Business Name \_\_\_\_\_

**Closure Information:**

Last day of business in Juneau, closure date, or date of transfer of ownership \_\_\_\_\_

Reason for closure of account: \_\_\_\_\_

Location of records \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

**New Owner Information (if applicable):**

New Owner Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone No.