



CITY AND BOROUGH OF JUNEAU, ALASKA
Finance Department – Treasury Division
155 Heritage Way, Juneau, Alaska 99801
Phone (907) 586-5215 FAX (907) 586-0365

STATEMENT OF APPEAL
SALES TAX – UNDER \$500

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

Name of Business: _____

Sales Tax Account Number: _____

Appellant's Name: _____

Phone: _____ Email 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 Treasurer: _____

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

- A copy or statement of all 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;
- If penalties and/or interest are being disputed, a written statement in ordinary and concise language explaining why penalties and/or interest are inappropriate;
- Any documents supporting the appellant's position; and
- The signature of the appellant. (*below*)

This 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 Treasurer to make. Statements judged by the Treasurer to be incomplete may be dismissed until such documentation is provided.

Signature: _____

Date: _____

The City Treasurer (586-5215) can answer any questions you may have.