



City and Borough of Juneau, Alaska
Finance Department, Sales Tax Office
155 Heritage Way, Juneau, AK 99801
Ph (907) 586-5215 ext. 4901
Email: sales.tax.office@juneau.gov

BUSINESS NAME CHANGE

You must notify the Sales Tax Office when your business name changes. This form is used only to report changes to a business name.

For changes in ownership or legal entity (including EIN changes), please use the **Business Closure Form** to close the current sales tax account and complete a **New Business Registration Form** for the new entity.

Return the completed form by email to sales.tax.office@juneau.gov or mail it to:

City and Borough of Juneau
Finance Department, Sales Tax Office
155 Heritage Way
Juneau, AK 99801

Current Account Information

Sales Tax Account Number: _____ Date of Name Change: _____

Current Business Name (on file): _____

New Business Name: _____

Alaska Business License Information

License Number: _____ NAICS Code: _____ Has the legal entity/EIN changed? Yes No
(If yes, do not use this form. Please submit a Business Closure Form.)

Description of Business Activities: _____

Business Address Information

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Business Phone: _____ Business Email: _____

Certification

By signing below, I certify that the business name change listed above is accurate and that no change in ownership or legal entity has occurred. I affirm that I am authorized to make this update on behalf of the business and understand that it is the responsibility of the account holder to notify the Sales Tax Office of any future changes.

Authorized Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____