



## Seasonal Vendor Permit Certificate of Compliance

*(see reverse side for completion instructions)*

**\*\*PLEASE TYPE OR PRINT ALL INFORMATION\*\***

<b>Business Information</b>	Business Name		State of AK Business License #	
	Type of Organization: Sole Proprietorship ( ) Partnership ( ) Corporation ( ) Limited Liability Corp ( )			
	Federal EIN Number	CBJ Sales Tax Account Number	CBJ Business Personal Property Number	
	Physical Location of Vending Cart or Area Covered by Vendor Activity			
<b>Contact Information</b>	Authorized Representative Name / Title		Permit Applicant Name (if different from Auth Rep.)	
	Mailing Address			
	City		State	Zip
	Business Phone Number	Business Cell Phone Number	Business Email Address	

FOR CBJ FINANCE DEPARTMENT USE ONLY				
Division	In Compliance		Reviewed By	Reviewer Comments
Assessor-BPP	Yes	No		
Sales Tax	Yes	No		
Treasury-Property Taxes	Yes	No		
Treasury-Collections Office	Yes	No		

**Under penalty of perjury, I attest that to the best of my knowledge that the information provided on this application is true and correct.**

\_\_\_\_\_

**Signature** **Printed Name / Title** **Date**



## Seasonal Vendor Permit Certificate of Compliance Completion Instructions

CBJ Code 62.10.050 (i) and 62.10.070 (h) states the following:

*"...Prior to issuance, the applicant shall submit to the manager a certification by the finance department that the applicant has met the requirements of the sales tax code..."*

The applicant must have this certification completed by the CBJ Finance department before a vending permit can be issued by CBJ Community Development.

### CBJ Finance Division Contacts

- **Assessor-BPP:** The Business Personal Property Appraiser located in the CBJ Assessor's office will check if all required filings have been submitted. The Assessor's office is located in room 114 of City Hall.
- **Sales Tax:** The Sales Tax office will verify that the applicant is registered, that all required returns have been filed and that all sales tax, late fees, penalties & interest have been paid in full. The Sales Tax office is located in room 106 of City Hall.
- **Treasury:** The CBJ Treasury / Collections office will verify that all property taxes have been paid and that there are no other taxes, fees or assessments due to CBJ. The Collections office is located in room 105 of City Hall.

### Business Information

- **Business Name:** Please provide the name of the business that will be operating under the Vending Permit.
- **Alaska Business License:** The business's current State of Alaska business license number must be provided.
- **Type of Organization:** Please check the appropriate box for the type of business organization.
- **Federal EIN Number:** Each entity type must provide their Federal EIN number issued by the Internal Revenue Service. For information about obtaining a Federal EIN number call 1-800-829-3676 or [www.irs.gov](http://www.irs.gov).
- **CBJ Sales Tax Account Number:** Is issued by the CBJ Sales Tax Office and is shown on your CBJ Sales Tax Return Form. Business Registration forms are available at <http://www.juneau.org/financeftp/forms.php>. Forms are to be submitted the CBJ Sales Tax Office located in City Hall, room 106 at 155 S Seward St. If you have questions, please call the Sales Tax Office at (907) 586-5265.
- **CBJ Business Personal Property Number:** Is issued by the CBJ Assessor's Office and is shown on your Business Personal Property Declaration. The form used to register for a CBJ Sales Tax Account is a dual form and you will be automatically registered for CBJ Business Personal Property.
- **Physical Location of Vending Cart or Area Covered by Vending Activity:** Please provide the physical location of the vending cart or vending activity for which the permit will be issued. If actual street address is not available, the location description will be sufficient.

### Contact Information:

- **Authorized Representative Name / Permit Applicant Name:** Please provide the name and title of an authorized representative of the business operating under this permit. If different from the authorized representative, also provide the permit applicant name.
- **Mailing Address / Phone Number:** Please provide the current mailing address and contact phone numbers for the business operating under this permit.

If you need any assistance with the completion of this form, please contact the CBJ Sales Tax office at (907)586-5265 or stop by our office at 155 S. Seward St, room 106.