



CITY AND BOROUGH OF JUNEAU, ALASKA
Finance Department – Sales Tax Division
155 South Seward Street, Juneau, Alaska 99801
Phone (907) 586-5215 FAX (907) 586-0365

How to eFile a CBJ Sales Tax return

Step 1 – Log in to your profile

- Enter your User Name and Password and select “**Log In**”

Enter your User Name and Password

User Name

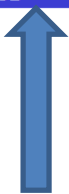
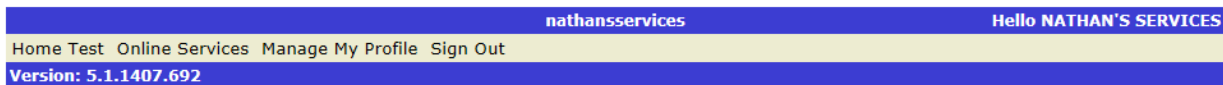
Password

[Forgot your User Name or password?](#)

[First-time user? Register here](#)

Step 2

- On the menu bar, under “Online Services”:
- Select “File my Return”



Step 3

- Select the year of the sales tax return you want to file from the drop-down box then click "**Select**"

ERemittance

Select your Account

Select your Account Complete Return Submit Return Application Completed

Account link to your Name			
Account	Year	Name	Category
Select 01002447	2017	NATHAN'S SERVICES 155 S SEWARD ST JUNEAU AK 99801	Sales Tax Only

Step 4

- Select the period you are filing from the drop down box
- If the period you want to file is not listed:
 - Verify you selected the correct year on the previous screen
 - Contact the Sales tax office for further assistance

ERemittance

Account Number: 01002447

Step 1: SALES TAX RETURN

Select your Account Complete Return Submit Return Application Completed

Account Number	01002447	Business Name	NATHAN'S SERVICES 155 S SEWARD ST JUNEAU AK 99801
Reporting Period	Quarterly	Date	5/25/2018
Period Covered*	<input type="text" value=""/>	Due Date	

AREAWIDE SALES

1. GROSS SALES:	<input type="text"/>
2A. Resale of Goods	<input type="text"/>
2B. Resale of Services	<input type="text"/>
2C. Government Agencies	<input type="text"/>

Step 5

- Enter your Gross Sales and any exempt sales on the appropriate lines.
 - Lines 2A – 2F are some of the more common exemption categories
 - For lines 2Q1 – 2G5 “Other Exemptions”, please select the appropriate exemption from the list.
 - Lines 3 -5 will calculate in the next step.
 - **On Line 6, claim your “Optional Discount”.**
- Once your numbers have been entered, select the “Calculate / Next” to check your math.

Step 1: SALES TAX RETURN

Select your Account Complete Return Submit Return Application Completed

Account Number	01002447	Business Name	NATHAN'S SERVICES 155 S SEWARD ST JUNEAU AK 99801
Reporting Period	Quarterly	Date	5/25/2018
Period Covered*	2nd Quarter	Due Date	7/31/2017

AREAWIDE SALES	
1. GROSS SALES:	<input type="text"/>
2A. Resale of Goods	<input type="text"/>
2B. Resale of Services	<input type="text"/>
2C. Government Agencies	<input type="text"/>
2D. Goods ordered outside	<input type="text"/>
2E. Senior citizens	<input type="text"/>
2F. Non-Profit Agencies	<input type="text"/>
2G1. Other Exemption	<input type="text"/>
2G2. Other Exemption	<input type="text"/>
2G3. Other Exemption	<input type="text"/>
2G4. Other Exemption	<input type="text"/>
2G5. Other Exemption	<input type="text"/>
3. TOTAL EXEMPT SALES	<input type="text"/>
4. NET TAXABLE SALES	<input type="text"/>
5. SALES TAX	<input type="text"/>
6. OPTIONAL DISCOUNT	<input type="text"/>

Step 6

- Review the return for accuracy
- Verify that Lines 3-5 match your own calculations
- If all is correct, check the certification box and select **“Submit Return”**
- You will be quoted a balance due on the following screen

Step 2: SALES TAX RETURN CONFIRMATION

Select your Account Complete Return **Submit Return** Application Completed

Account Number	01002447	Business Name	NATHAN'S SERVICES 155 S SEWARD ST JUNEAU AK 99801
Reporting Period	Quarterly	Date	5/25/2018
Period Covered*	2nd Quarter	Due Date	7/31/2017

		AREAWIDE SALES	
		1. GROSS SALES:	\$23,700.00
		2A. Resale of Goods	\$250.00
		2B. Resale of Services	
		2C. Government Agencies	
		2D. Goods ordered outside	\$75.00
		2E. Senior citizens	
		2F. Non-Profit Agencies	
2G1. Other Exemption	21 Dollar Cap On 1 Good		\$3,760.00
2G2. Other Exemption			
2G3. Other Exemption			
2G4. Other Exemption			
2G5. Other Exemption			
		3. TOTAL EXEMPT SALES	\$4,085.00
		4. NET TAXABLE SALES	\$19,615.00
		5. SALES TAX	\$980.75
		6. OPTIONAL DISCOUNT	

I declare subject to the penalties prescribed in the City and Borough of Juneau ordinances that this return has been examined by me, and to the best of my knowledge and belief is a true, correct, and complete return.

Step 7 – Balance Due

PRINT THIS SCREEN for your confirmation of filing. **You will NOT receive an emailed copy of your return.**

- Review the breakdown of your balance due
- You may choose to “Pay Now” or “Pay Later”
 - Select “Pay Later” if you are filing multiple returns and plan on making one payment or if you plan on mailing your payment
 - Please include a screen print of this page with your mailed payment.
 - Select “Pay Now” if you are finished entering returns and want to remit payment electronically.
 - Then follow the procedures titled “Making a Payment”.

Filing Complete

Select your AccountComplete ReturnSubmit ReturnApplication Completed

Account Number 01002447

Reporting Period Quarterly
Period Covered* 2

NATHAN'S SERVICES
155 S SEWARD ST
JUNEAU AK 99801

Date 5/25/2018
Due Date 7/31/2017

Total Values

Total Tax Due	\$980.75
Late Filing Fee	\$25.00
Late Payment Penalty	\$245.19
Interest	\$73.26
Total Discount	\$0.00
Credit on Account	\$0.00
Total Deposit	\$0.00

Total Period Balance \$1,324.20



