



**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.