



Finance Department - Sales Tax
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Sales Tax Account Closure Form

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.

SECTION 1. ACCOUNT INFORMATION

Business Name:

Sales Tax Account Number:

Short-Term Rental Registration #:

Contact Address:

City:

State:

Zip:

SECTION 2. CLOSURE INFORMATION

Last day of business activity in Juneau, closure date, or date of ownership transfer **(REQUIRED)**:

Reason for account closure:

If all of your sales are made exclusively through a marketplace facilitator, please list the name(s) of the platform(s) that will be collecting and remitting Juneau sales tax on your behalf:

SECTION 3. NEW OWNER INFORMATION (if applicable)

New Owner Name:

Company Name:

Phone:

Email:

Mailing Address:

City:

State:

Zip:

Please read and initial the following statements, then sign at the bottom:

_____ Under penalty of perjury, I attest that the information provided in this application is true and correct to the best of my knowledge. I confirm that I am no longer conducting business within Juneau, or that all of my sales are exclusively made through a registered marketplace facilitator that is responsible for collecting and remitting Juneau sales tax on my behalf.

_____ I understand that I remain financially responsible for any taxes, penalties, interest, and fees accrued through my official closure date. I also acknowledge that any unpaid balances may be subject to additional collection actions.

Signature: _____

Date: _____

Printed Name: _____

Phone: _____