

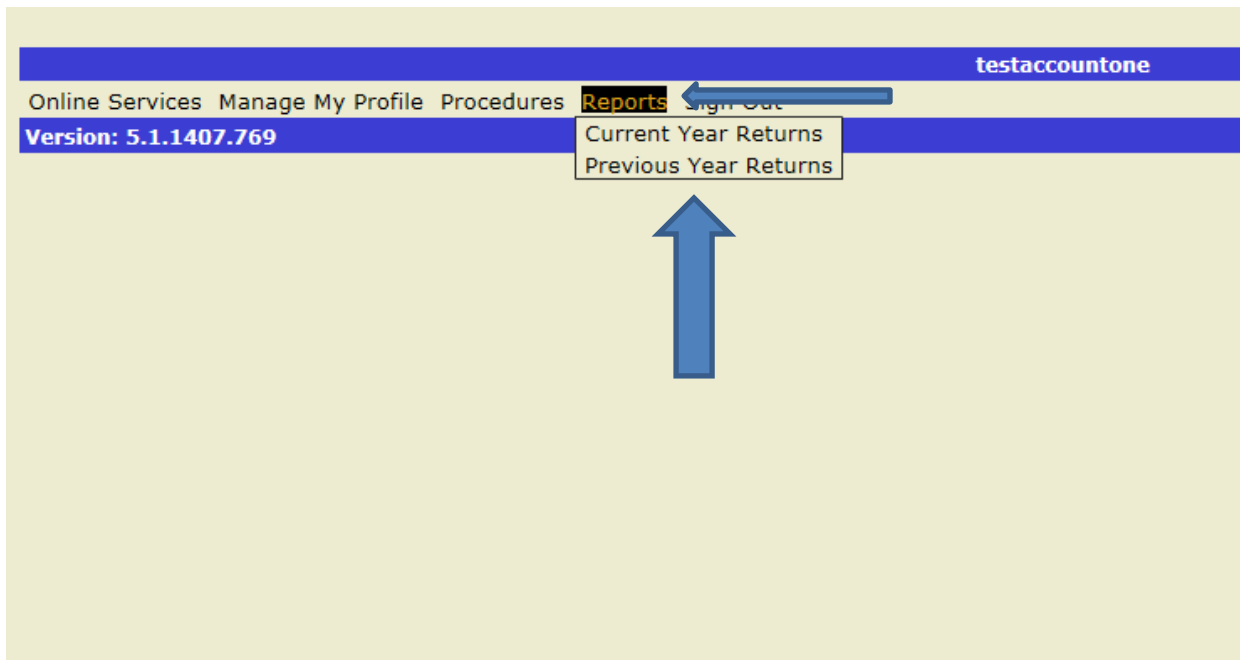


CITY AND BOROUGH OF JUNEAU, ALASKA
Finance Department – Sales Tax Division
155 South Seward Street, Juneau, Alaska 99801
Phone (907) 586-5215 ext. 4901 FAX (907) 586-0365

Using the Reports Feature

1. After logging into your profile:
 - Go to “Reports” on the menu bar
 - Select “Current Year” or “Previous Year” to see all the periods filed for that year.
 - If you have multiple accounts attached to your profile, this report will show all the periods filed for every account.

NOTE: This report can take up to a minute to process.



2. You can scroll through all the periods filed for the year you requested by clicking on the next or previous page icons.

NOTE: The page indicator does not show the total number of pages in the report and instead always shows 1 of 1, 2 of 2, etc.

Previous Year Returns

Find... 1 of 1+



CBJ SALES TAX RETURN FOR PREVIOUS YEAR
March 29, 2019

Firm: TEST ACCOUNT ONE Account: 01003633

Period Year: 2018 Period: 1 quarter Date Return Received: 04/30/2018

3. On the report header please note the following
 - The large date at the top is the date that you requested the report
 - The “Period Year” is the year of the return
 - The “Period” is the month or quarter of the return

Previous Year Returns

Find... 1 of 1+ 100%



CBJ SALES TAX RETURN FOR PREVIOUS YEAR
March 29, 2019

Firm: TEST ACCOUNT ONE Account: 01003633

Period Year: 2018 Period: 1 quarter Date Return Received: 04/30/2018

4. Saving and Printing Reports.

- Click on the print icon  to download a PDF file of all the reports for the year you selected
- Save the PDF file to your computer
- Print hard copies from the PDF as needed.



Previous Year Returns

Find... 1 of 1+ 100%

 CITY AND BOROUGH OF JUNEAU

CBJ SALES TAX RETURN FOR PREVIOUS YEAR
March 29, 2019

Firm: TEST ACCOUNT ONE Account: 01003633

Period Year: 2018 Period: 1 quarter Date Return Received: 04/30/2018

	Areawide Sales	Totals
	5%	
1. Gross Sales	\$0.00	
2A. For Resale	\$0.00	
2B. Resale of Service	\$0.00	
2C. Government Agencies	\$0.00	
2D. Goods Ordered Outside	\$0.00	
2E. Seniors Citizens	\$0.00	
2F. Non-Profit Agencies	\$0.00	
2G1.	\$0.00	
2G2.	\$0.00	
2G3.	\$0.00	
2G4.	\$0.00	
2G5.	\$0.00	

Do you want to open or save **ExportedReport.pdf** (79.6 KB) from **paycbj.ci.juneau.ak.us**?

