Finance Department, Sales Tax Office
155 Heritage Way, Juneau, AK 99801
Ph (907) 586-5215 ext. 4901
Email: sales.tax.office@juneau.gov

APPLICATION FOR RESALE OF GOODS CERTIFICATE

Businesses making purchases for resale must obtain a Resale of Goods Certificate for their purchases to be exempt from CBJ sales tax. Resale of Goods Certificates are only issued to businesses that are registered and current in filing and remitting sales tax. **Certificates will not be issued if account is not in compliance.**

Certificates are valid on a calendar year basis. Applications will not be processed if information is not complete or if the application fee is not submitted.

We process resale applications weekly. Provided that your sales tax account is in good standing, we will mail your resale card within ten business days of receiving the completed application and payment. *(Due to high volume, year end renewals may take several weeks to receive.)*

This is a NEW APPLICATION ☐ RENEWAL ☐ for January 1 through December 31, _____

Business Name _____ Sales Tax Account Number _____

D.B.A. _____ Phone _____

Mailing Address _____

Street Address _____

City _____ State _____ Zip Code _____

Type of Business Activity _____

Resale Certificate Fee: **$10.00** *Applicants will only be issued one Resale Certificate.*

Resale Code Selection (limit 4) - List of Resale Codes available at https://juneau.org/finance/sales-tax-forms

Renewals:	Do you want the same codes as last year? YES ☐ or NO ☐ If you chose NO, please enter all desired codes below. Limit 4 codes. *(Code List)*
NEW APPLICATIONS and RENEWALS requesting code changes: Enter codes below.	
1.	3.
2.	4.

I declare subject to the penalties prescribed in City and Borough ordinances that this application has been examined by me and to the best of my knowledge and belief is a true and complete application. I acknowledge that I am solely responsible for purchasing within the categories listed, and I am responsible for sales tax liability resulting from misuse of the resale certificate. I understand that misuse of the Resale Certificate is unlawful and subject to prosecution and fine.

Signature _____ Printed Name _____ Date _____

For Sales Tax Office Use Only

Application Fees Paid: _____ Compliance Verified: _____ Cash ____ Check No. _____

Sales Tax Exemption Number _____ Expiration Date December 31, 20__

Staff Authorization _____ Issue Date _____