CITY AND BOROUGH OF JUNEAU, ALASKA
Office of the Municipal Clerk
155 Heritage Way, Juneau, Alaska 99801
Phone (907) 586-5278 FAX (907) 586-4552
City.Clerk@Juneau.gov

NOTICE OF APPEAL – SALES TAX

This form and all required attachments must be submitted to the Clerk's Office (City Hall Room 215) or mailed to the address above within **15 calendar days for appeals involving $500 or less, or 20 calendar days for appeals involving more than $500**, from whichever of the following occurs first:
- the date the Sales Tax Office mailed the decision or action to the appellant; or
- the date the appellant first became aware of the decision or action**.**

Note: Except as allowed under CBJC 69.05.104(c), appeals must be preceded by payment under written protest.

Name of Business: _____ Phone: _____
Sales Tax Account Number: _____
Appellant's Name: _____ Phone: _____
Address (mailing):_____
e-mail address: _____ Fax (optional): _____
Do you have a representative for this appeal? ☐ no ☐ yes *(complete the representative information below)*
Representative Name: _____
Address (mailing):_____
Phone:_____ Fax: _____ e-mail address: _____

Type of Appeal (check all that apply):

☐	Penalty and Interest	☐	Audit Results
☐	Exempt Sales Interpretation	☐	Filing Requirements
☐	Ordinance Interpretation	☐	Collection Actions

Total Amount in Dispute: $_____
Date Appellant Learned of Decision/Action by Sales Tax Office: _____
Date Received by Clerk's Office: _____ *(Clerk Use Only)* Clerk's initials: _____

NOTICE OF APPEAL: Your Notice of Appeal must include:
1. A copy of all relevant sales tax ordinance sections, or a statement of relevant sales tax ordinance sections; a written statement in ordinary and concise language of how the position taken by the Sales Tax Office does not comply with the ordinance, including the particular circumstances, events, or occurrences which show the appellant has complied with the ordinance;
2. If penalties and/or interest are being disputed, a written statement in ordinary and concise language explaining why penalties and/or interest are inappropriate.
3. Any documents supporting the appellant's position; and
4. The signature of the appellant. *(below)*

The Notice of Appeal, with attachments, presents your case to the Hearing Officer Panel. The case must clearly show you have followed the requirements of the Sales Tax Ordinance and what decision you wish the Panel to make. You are entitled to representation before the Panel. ***The Panel may dismiss an appeal if the appellant does not state the grounds upon which relief is requested or provide sufficient supportive documentation. An appeal may also be dismissed if the Panel determines that the matter falls outside the scope of the Panel's authority.***

Date: _____ Signature: _____

The Municipal Clerk's Office (907) 586-5278 can answer any questions you may have regarding appeal procedures.